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STRUCTURE AND USE OF THE PHYSICAL SURVEY MANUAL

This manual is intended for use with the physical survey form for the Scottish House Condition Survey 1996 which is appended in Part 3. To carry out the survey successfully each surveyor needs to know:

- the basic principles underlying the design and structure of the survey form;
- how to record information on the form;
- the methods of measurement used in the form;
- the overall standard of condition against which each dwelling is assessed;
- the definition of terms used in the form;
- the detailed content of each survey question and its application during physical inspection.

The manual is intended to provide a logical and comprehensive introduction to these processes. It will be used extensively during the survey briefing and is intended to provide a source of reference for use during the fieldwork.

PART 1 Provides a background framework of survey principles introducing the surveyor to the survey form and techniques for assessing and recording dwelling condition.

PART 2 Provides the measurement framework and introduces housing standards and definitions for use when carrying out inspections.

PART 3 This provides a detailed reference of standards, definitions and statutory actions. A copy of the physical survey is included in this part.

INTRODUCTION TO THE PHYSICAL SURVEY

The second national survey of house condition in Scotland began on 1 February 1996. Responsibility for the design and administration of the survey rests with Scottish Homes who, with The Scottish Office, are again joint customers for the work.

The survey will, as in 1991, comprise two components: a physical inspection of each selected dwelling and an interview with one of the householders. The physical survey is carried out by building professionals, whilst the interview is conducted by a fully trained interviewer.

The 1996 survey will build on and improve the information base which has been established as a result of the first survey. The content and coverage of the 1996 survey has been thoroughly reviewed to ensure that it is fully up-to-date with policy priorities. For example, the 1996 survey will allow much more analysis of issues such as thermal efficiency, accessibility requirements and the impact of dampness and condensation on households.

The survey results will be used in at least four distinct ways. First, since the information is collected on a consistent and reliable basis across the whole of Scotland, it can be used to help in the process of resource allocation. Second, it can be used to monitor the overall impact of housing investment on the condition of the stock. Third, it provides a framework within which to understand how the housing stock in Scotland is changing and why. Fourth it can contribute to the policy development process by furnishing information to assist decision making.

NOTE: This version of the Physical Survey Manual has been amended to incorporate the Further Guidance notes issued to Surveyors following the conclusion of the briefing exercise.

FURTHER GUIDANCE TO THE PHYSICAL SURVEY MANUAL

SECTION B

B2 page 7 Where a flat has been created by conversion from another flat or flats, surveyors should no longer record it as a conversion but should record it against the flat type which it most closely matches (almost always tenement or 4-in-a-block).

B8 page 21 Where a flat is entered via an access that is in common ownership it is to be taken that it will **not** be possible to overcome any existing changes in level that prevent it being considered Barrier Free.

Therefore "potentially step free" cannot be recorded against dwellings entered via a common access.

SECTION C

SECTION C IS COMPLETED FOR **ALL FLATS** (REGARDLESS OF THEIR TYPE).

WHERE A BLOCK CONTAINS COMMON ACCESS SECTIONS M, N AND O SHOULD ALSO BE COMPLETED.

SECTION C IS **NOT** COMPLETED FOR HOUSES (ANY TYPE).

Diagram C5, page 7

Section through house on sloping site (top right of page) correct note "entry at ground level B7, code 0" to read "entry at **basement** level B7, code **7**".

The principle to be applied is that where the main entry to a dwelling occurs within a level which meets the SHCS definition of a basement then the entry level to that dwelling is recorded as basement level (even in the illustrated sloping site situation).

SECTION D

D2 Form Please note that the descriptive notes (in the answer boxes on the survey form) associated with answer codes 2 and 3 are missing commas. They should read:

Code 2: "no**,** better" The dwelling/block is not in a similar condition to those adjacent - **it is better**.

Code 3: "no**,** worse" The dwelling/block is not in a similar condition to those adjacent - **it is worse**.

SECTION G

G1 page 2 Bathrooms located directly off living rooms are **NOT** to be recorded as having unsatisfactory access.

SECTION I

I2 page 2 Maisonettes where both levels are contained wholly within the roof space should be recorded as having 1.0 habitable floors (0.5 + 0.5).

SECTION J

J1 page 2 Where the bathroom associated with a dwelling is shared with other dwellings its location is not important and it should be recorded with code 4. Therefore surveyors should establish that a bathroom is not shared before considering its location.

SECTION K

K2 page 2 For the purposes of this survey the following are to be considered as mains supplies:

small generators providing electricity to more than one dwelling; and

bulk LPG storage tanks serving more than one dwelling.

K3 page 3 Where surveyors encounter a power system within a dwelling that is part 13 amp and part 5 or 15 amp they must record the system as mixed, code 3.

Therefore surveyors must first consider whether or not the power system is wholly 13 amp? If the answer is yes they should assess the provision of socket outlets against the requirements specified on page 3, if the answer is no they should record code 3 for mixed system (where there is some 13 amp present) or code 4 for 5/15 amp system (where there is no 13 amp present).

K6 page 7 When assessing the position of power sockets and light switches, surveyors may "pass" dwellings where these are not suitably located throughout all rooms as long as they **are suitably located** within the kitchen, bathroom and two other rooms (Barrier Free access being available to all these rooms).

SECTION L

Where an appliance can be fed with different fuel types surveyors should record the first appropriate fuel type from the following sequence:

OIL / GAS / COAL / ELECTRICITY.

L1 page 6 Storage heaters can be either "room heaters" or part of a "central heating" system.

Where there is some form of central control (regardless of whether or not there is any individual control present on the heater) the storage heaters form part of a central heating system.

Where no such central control exists they are to be treated as "room heaters".

This must be consistent with the information recorded at G8 (Has room satisfactory provision for heating? - central heating/ roomheater/ socket/ no).

L3 page 10 When considering a wet central heating source, surveyors should first consider whether or not it is combined with the hot water source. Therefore answer code 3 must be discounted before answer codes 1 or 2 can be considered.

L6 page 16 The formula used to calculate the combustion efficiency of the boiler has been inverted. "Input" should read "output" and vice versa.

L15 page 29 In the NOTE to Code 4: RENEW, "K9" should read "K11".

Delete the whole of the NOTE to Code 8: NO SUCH CENTRAL HEATING.

SECTION P

P2 page 4 Dwellings constructed of timber frames with metal lathe fixed directly to the frame and a render then applied should be recorded as solid (code 1).

P4 page 6 "Stone cladding" should be recorded as concrete block (code 5).

P10 page 14 The dwelling or block only has a secondary roof cover when there is a secondary roof present. If there is a secondary roof present the principal roof type must cover less than ten tenths of the dwelling (if a secondary roof type is too small to be recorded in terms of its area then the material in which it is covered is ignored and code 8 should be entered).

P8 **Extent of principal roof type**	**P9** **Principal roof cover**	**P10** **Cover to secondary roof**
10	**1 - 7**	**8**
<10	**1 - 7**	**1 - 7**

SECTION Q

Diagram Q1 - Q18.
page 2

Delete "Section N (if reqd) for close" against diagram at far right, top line.

Delete "Survey this as Section N" against diagram second from left, bottom line.

The formulae on this page relating to party walls are there merely to illustrate the extent of the assessment of disrepair made at H2

Q2 page 9 Delete the bullet points "damaged verges" and "damaged eaves boardings or fascias" from the list of indicators of disrepair.

Q4 page 10 Delete the bullet points "missing, broken or chipped ridges or hips","damaged verges" and "damaged eaves boardings or fascias" from the list of indicators of disrepair.

Q6 page 11 Add the following bullet points to the list of indicators of disrepair: "missing, broken or chipped ridges or hips";"damaged verges" and "damaged eaves boardings or fascias".

Q10 page 14 Disrepair to wall finish is to be assessed against all wall finishes (principal, secondary etc.) even though it is only the principal wall finish that has its composition identified.

Q10 on the physical survey form reads Wall finish (P4). The "(P4)" should be disregarded as it might be taken to mean that only the principal wall finish identified at P4 is to be assessed - this is not the case, assess **all** wall finishes at Q10.

SECTION S

S10 page 10 NOTE to Code 3. Delete the following part of the second sentence, "Where the surveyor recorded 8 (not applicable) at" and replace with "The surveyor should refer to their answers to".

1.0 BASIC PRINCIPLES

This section contains background information and basic principles for the Scottish House Condition Survey 1996 (SHCS) physical survey. The material is covered under the following headings

1.1 Survey Sample and Coverage
1.2 The Survey Form
1.3 Coding The Survey Form
1.4 The Survey Sequence
1.5 Methodological Principles
1.6 Assessing Disrepair
1.7 The Repair Cost Models

1.1 SURVEY SAMPLE AND COVERAGE

The SHCS 1996 will be carried out on approximately 20000 dwellings of all types, both public and private, spread throughout Scotland. Approximately 120 surveyors chosen from the public and private sectors will be involved in the data collection.

The SHCS 1996 has two linked components:

- **SOCIAL SURVEY**

  The first element is an interview with a member of the households resident in selected dwellings. This provides information on demographic and social characteristics, housing histories and aspirations, and behaviour and attitudes in relation to housing issues. The interview survey has been coordinated by MORI who are the main subcontractors on the SHCS 1996.

- **PHYSICAL SURVEY**

  The second element is a physical inspection of dwellings to provide information on the characteristics and condition of the Scottish stock. The physical survey is concerned with the permanent housing stock in Scotland - both occupied **and** unoccupied. Section 3 contains the basic definitions which are used on SHCS 1996 (eg >permanent stock=, >dwelling=, >room= etc).

This manual describes the PHYSICAL SURVEY component only, and is concerned mostly with technical issues. Administrative issues are covered in the Surveyor Administration Manual.

1.2 THE SURVEY FORM

The survey form consists of 8 pages divided into 19 sections which are referenced alphabetically.

A	-	Survey Outcome	A1 - A2
B	-	Dwelling Description	B1 - B13
C	-	Characteristics of Common Block	C1 - C8
D	-	Action to Area and Environment	D1 - D10
E	-	Room by Room Record	E1 - E2
F	-	Repairs by Room	F1 - F6
G	-	Types of Defect/Condition	G1 - G12
H	-	Repairs to Whole Dwelling	H1 - H3
I	-	Rooms/Floors Summary	I1 - I6
J	-	Amenities	J1 - J16
K	-	Services and Fittings	K1 - K13
L	-	Heating and Insulation	L1 - L21
M	-	Characteristics of Common Access	M1 - M8
N	-	Repairs to Common Access	N1 - N13
O	-	Conditions in Common Areas	O1 - O7
P	-	External Construction/Materials	P1 - P15
Q	-	External Repairs	Q1 - Q5
R	-	External Features	R1 - R4
S	-	The Tolerable Standard	S1 - S11

1.3 CODING THE SURVEY FORM

The survey form should be completed with a black or dark blue ball point pen and all answer codes and repair scores entered in the white boxes.

Two methods of recording data are used:

- circling the appropriate code number to denote the answer and transferring this code number to the white box on the right hand side of each question (Sections A-D, I-M, O,P,R,S)

- direct coding where the surveyor enters the code number (from a prompt panel) or repair score direct into the white boxes on a gridded layout (Sections E-H, N,Q).

LEADING ZEROES

Where a number is required, this should be entered from right to left and leading zeroes inserted to fill out the empty boxes.

UNOBTAINABLE AND NON-APPLICABLE INFORMATION

Where descriptions or assessments cannot be made against an individual element it is important to differentiate between the situation where the element is present but measurement has not been possible and the situation where no element exists. Standard conventions have been adopted for these situations:

Codes "9", "99", "999"	Element present but inspection not possible i.e. >unobtainable=
Codes "8", "88", "888"	Element not present i.e. >not applicable=. (Code "8" is also used in the urgency column when an element is not in disrepair ie. when repair score is "00". See Section 1.6).

NOTE Surveyors should use their professional judgement in circumstances where an element or arrangement is not immediately evident. Code "9" should only be used where it is not possible to form a reasonable assessment.

GRID LAYOUT

More detailed advice on coding the grid layouts will be found at the appropriate questions throughout this manual.

POSITIVE CODING

The form has been designed for >positive coding=. This means that the only time a question or section should be left blank is if that part of the survey form was deliberately ignored. This will happen in three situations :

- an internal and / or external inspection is refused by the householder. In this case the surveyor should complete a dwelling description only. Occasionally the surveyor will have already completed the external survey before the refusal is given. However, if the surveyor has not already done so, as soon as the householder refuses, the surveyor should leave the property and complete a dwelling description only.
- the dwelling has no common parts and / or no common access; in this case complete filter questions C1 andM1 and omit sections C, (if no common access) M, N, and O. (Note that dwellings forming part of a common block as defined in Section C need not necessarily be in a block with common access ie Four-In-A-Block Type. In this case Section C is completed but not M, N, O.)
- the dwelling is vacant. In this case a full external survey should be completed.

NOTE : Legibility and Completeness of Survey Forms will be assessed stringently as part of the quality control procedures.

1.4 THE SURVEY SEQUENCE

The physical survey is in 3 parts - internal, external and common parts. Sections E-L and part of Section S are concerned with the internal assessment; Sections B, D, P, Q, R and parts of Section S are concerned with the external assessment; Sections C, M, N, and O cover the common parts and common access if they exist.

The form has been designed as far as possible in a logical order.

ON ARRIVAL

Description of the dwelling; description of the surrounding area; characteristics of the common block if appropriate.

ON GAINING ENTRY

All rooms should be inspected provided the householder is agreeable and the total number of rooms excluding the bathroom does not exceed six. If rooms need to be sampled then this should be done in a way which is representative of all floors and states of repair of the dwelling as a whole. The sampling methodology to be applied is described in Section 1.4.

Thank the householder before leaving, and give them a copy of the MORI leaflet, which you should complete with your name.

MOVING OUTSIDE THE DWELLING

In all cases complete the questions on external repairs, standards and action. In flatted accommodation, complete the assessment of any common areas and shared facilities.

BEFORE DEPARTURE

Surveyors should take a minimum of one and a maximum of two photographs, of the dwelling or block, from viewpoints corresponding to those used to complete Section Q.Photographs should be of good quality and should cover the full extent of the viewpoint being taken. Instructions on how to handle the photographs are contained in the Surveyor Administration Manual.

Check form for completion and complete Section A on survey outcome. Sign and complete the visits schedule on the contact sheet.

1.5 METHODOLOGICAL PRINCIPLES

The form has been designed to collect information in a standard format for all dwellings which will be encountered during the course of the survey. A number of basic principles, elaborated below, govern the approach which surveyors must take. Many of these principles follow from the requirement to generate estimates of the cost of repairing - and also of bringing up to a fully improved standard - each dwelling at which a full survey is completed. These costs are derived using information collected during the course of the survey. More details of the way these costs are calculated are given in Section 1.7.

In developing the methodology for the survey, reference has been made to the earliest local house condition surveys carried out in Scotland, as well as to surveys carried out in other countries. The resulting methodology may not always accord with surveyor=s own perceptions or professional judgement. However the methodological principles upon which the cost calculations hinge are fixed, and must be applied in a consistent way by all surveyors working on the SHCS 1996. Only then will the results be credible to politicians and policy makers for whom the survey is being carried out.

ELEMENT DESCRIPTION

The collection of basic dwelling and element descriptors is an integral part of the survey inspection process. Answer codes are provided in all the descriptive sections of the survey form. When completing these, ring the appropriate code number to denote the answer and then write this code number in the white box on the extreme right hand side of the page.

Throughout the survey form, descriptive sections have been placed before repair sections in order to provide the context for repair assessment. This process of DESCRIPTION then ASSESSMENT is a fundamental part of the inspection sequence.

REPAIRS VERSUS IMPROVEMENTS

The SHCS methodology requires surveyors to assess disrepair only to elements which exist. Surveyors must only score the existing element if it is in disrepair, not because they think it should be replaced by an improved specification to the item. If the item is not in disrepair then the score must be no repair. Improvements to the specification of an element because it is old or defunct or unavailable are not assessed.

Items and / or amenities which are missing and causing distress to the building fabric will be picked up when the calculation of the improvement costs (as opposed to the repair costs) is made.

To take an example. A missing DPC causing rising damp will invoke **improvement costs** to provide a DPC during the cost model process. By contrast, disrepair to a DPC causing rising damp will invoke **repair costs** during the cost model process.

DISREPAIR AND LIFE

For the purposes of the survey, the surveyor must assume that all dwellings have an indefinite life and can be brought up to the desired standard. Surveyors must take no account of the economics of undertaking the necessary repairs. Specifically, no anticipation of future repairs with the intention of achieving economies of scale should be considered.

SCORE WHAT YOU SEE

Surveyors must only score what they see on the day of survey. If a problem is intermittent (eg damp) and not visible on the day of the visit, then it will not be recorded.

VIEWING IN ISOLATION

The elements selected for survey are clearly defined and must be viewed in isolation from all others. Any linkage between elements is handled by the cost model program and it is essential to view elements in isolation so that no double counting occurs during the cost model process.

SELECTING A ROOM

A maximum of six habitable rooms, including the kitchen, are to be assessed for condition, together with the hall/landing, bathroom and separate WC. Where the number of general purpose rooms in the dwelling exceeds six, a representative sample should be selected for inspection. These should be chosen across all floors to represent the range of conditions present in the dwelling. See definition of rooms in Section 3.1.2.

INVOLVING THE OCCUPIERS

Surveyors may ask occupiers for information on the location of items (eg hot water tanks) but must confirm by inspection that an item exists and must independently assess its state of repair. **Surveyors must never rely on uncorroborated evidence about repair problems or defects / conditions given by the occupants.**

SAFETY HAZARDS

Where a surveyor encounters conditions within the dwelling selected for survey that represent an obvious danger to life and/or property they should make a separate record of these conditions (in addition to making an appropriate entry on the survey form).

After leaving the dwelling, the surveyor should immediately contact their monitor and describe the conditions that they believe to be dangerous.

Where the monitor agrees with the surveyor=s assessment Scottish Homes will be notified and a letter will be issued to the occupant. This will give an indication of the nature and position of the hazard in order that the occupant may take whatever action they believe to be appropriate to have the hazard investigated and removed.

FINALLY, UNDER NO CIRCUMSTANCES SHOULD A SURVEYOR DISCUSS THEIR FINDINGS WITH THE OCCUPANT OR PROVIDE THEM WITH A COPY OF THE INFORMATION GATHERED PERTAINING TO THEIR DWELLING. THIS WOULD REPRESENT A SERIOUS BREACH OF THE CODE OF CONDUCT FOR SOCIAL RESEARCH OF THIS KIND

1.6 ASSESSING DISREPAIR

Surveyors are required to identify the state of repair of both the internal and external features of the dwelling. Internal assessments are done on a room by room basis, whilst the external assessments take into account the common parts if present as well as the external elements of the dwelling selected for survey.

Once the surveyor has identified the element for assessment and determined its extent they should :

- identify the presence of disrepair
- determine the scale of that disrepair
- determine the urgency of the repair (for external and common parts only)
- determine the residual element life after completion of necessary repairs (for external and common parts only).

Each of these processes is described in detail below.

IDENTIFYING DISREPAIR

This is a matter for the professional judgement of the surveyor. Insignificant disrepair should be disregarded. Disrepair should be recorded if it:

- regardless of extent, represents an immediate hazard to the health and safety of the occupiers or general public; or
- regardless of extent, threatens further deterioration to the element or any other part of the building envelope; or
- affects at least one-twentieth (5%) of the element.

SCALE OF DISREPAIR

Surveyors are asked to record the presence or absence of individual elements together with their levels of disrepair**.** Disrepair is measured on either a 4-point or a 10-point scale as indicated below.

4 POINT SCALE OF DISREPAIR

In general the 4-point repair scale is applied to amenities and facilities internally and environmental repairs externally. The 4-point scale is as follows

Code 1:	No repairs	0% to less than 5%
Code 2:	Minor repairs	5% to less than 25%
Code 3:	Medium repairs	25% to less than 60%
Code 4:	Replace	60% to 100%

This scale applies to questions J7-14, K10-13, L15-16, and O1-7.

10 POINT SCALE OF DISREPAIR

All other disrepair is measured using a 10-point scale. Having identified the presence of a fault the scale of disrepair is indicated by recording the quantity of the element which is in disrepair. Quantity is expressed in TENTHS of the total extent of the element ranging from "00" (no defect) to "10" representing complete renewal of the element.

In addition :

- Repairs to the external structure or elements of a dwelling or common block are assessed on 2 viewpoints and an average score derived by the cost model program.
- Repairs to common access ways and shared facilities and flat are assessed over the whole block.
- Internal repairs elements are assessed room by room using the 10-point scale.

		Mean
Code 00	0% <5%	-
Code 01	5% < 15%	10%
Code 02	15% < 25%	20%
Code 03	25% < 35%	30%
Code 04	35% < 45%	40%
Code 05	45% < 55%	50%
Code 06	55% < 65%	60%
Code 07	65% < 75%	70%
Code 08	75% < 85%	80%
Code 09	85% < 95%	90%
Code 10	95% - 100%	-

URGENCY OF REPAIR (TIMING OF ACTION)

Urgency of repair must be assessed for external and common part for each element in disrepair i.e. repair score "01" to "10". If the timing of action varies between two viewpoints then the most urgent should be chosen. There are two categories of action:

- Code "1" repair action is urgent
- Code "2" repair action is not urgent

REPLACEMENT PERIOD (RESIDUAL LIFE)

Where a repair defect is recorded the replacement period will reflect the life of the element after the repair is carried out. Where there is no repair required the replacement period should reflect the remaining life of that element.The use of repair scores, internally and externally, employing percentage measurements varies for different types of repair situation.The application of the appropriate measurement base is therefore essential for the accurate calculation of repair scores and, subsequently, costs. The table below gives guidance on the usage of the % measurements throughout the form.

REPAIR		REPAIR BASE
F1 - F6	Repairs by Room	% of total element in each room e.g. wall finishes in the kitchen
H1 - H3	Repairs to Whole Dwelling	% of total element occurrence whole house e.g. staircases on all floors
J7 - J14	Amenities	% of total element e.g. WC, bath/shower
K10 - K13	Services/Fittings	% of total element of installation e.g. whole house wiring or plumbing
L15 - L16	Central Heating	% of total existing installation
N1 - N13	Common Elements	% of common areas, whole block
O1 - O7	Conditions Common Areas	% occurrence of defect/condition within common areas.
Q1 - Q18	External Repairs	% of element present in whole block or dwelling viewpoint e.g. back with one side
R1 - R4	External Repairs	% of whole element present on dwelling or block

DEFECTS AND TOLERABLE STANDARD

The Tolerable Standard represents the final measurement technique employed in the survey schedule. In general the approach to assessment is through use of a nominal Yes/No scaling:

Yes	Code "1"	the element is in good condition, i.e. not defective
No	Code "2"	the element is not in a good condition, i.e. defective

1.7 REPAIR COST MODELS

Surveyors are not asked to cost repairs to individual dwellings. The calculation of costs is taken care of by the repair cost model. The descriptive information about a dwelling,and the element by element assessments of disrepair using the standard methodology described earlier, are fed into a computer program.This program - or cost model as it is usually called - takes the input data and , applying a set of tested assumptions, produces a series of costs for each element of each dwelling. For each dwelling 4 costs will be calculated (these are done on an element by element basis and then summed to produce a total cost for the dwelling) :

- immediate repair
- improvements for necessary items that are missing or below an agreed standard
- bringing the dwelling up to the tolerable standard
- repairs required to keep dwelling in good repair for the next 10 years

COST MODEL STEREOTYPES

In order to generate these repair costs, a number of stereotypes have been developed to define dwellings which are typical of their age, type, shape and number of storeys. As far as the SHCS 1996 is concerned there are 174 core stereotypes which represent the Scottish Housing Stock. The descriptive information collected in the survey allows each dwelling to be assigned to one of these stereotypes.

There are 4 key variables required to allocate each dwelling to a stereotype. These are

- type of dwelling (including shape ie. Detached, semi, terraced etc)
- age of dwelling
- quality assessment of dwelling
- number of storeys in the dwelling

Additional information is required for use in scaling costs by size. This means that the core stereotypes can be further refined using information about

- number of rooms
- number of storeys in a common block
- number of dwellings in a common block
- presence/absence of a basement.

Once the dwelling is assigned to the stereotype, the renewal costs for 44 basic elements and 13 elements for common facilities / access (if applicable) are invoked and applied to the level of disrepair scored by the surveyor.

Part 2 The Survey Form

SECTION A - SURVEY OUTCOME

Both questions in this section require to be completed.

A1 OUTCOME OF THE PHYSICAL INSPECTION

Code 1: FULL SURVEY

A full survey comprises an inspection of both the inside and the outside of the selected dwelling and an assessment of the neighbourhood.

On occasion, the surveyor will be unable to gain access to all of the internal areas of a dwelling or to external points that afford views of the whole of the exterior. This will result in the information relating to certain questions being recorded as unobtainable. This may be due to a number of reasons including:

- the occupant refusing access to particular rooms.

- building elements which cannot be seen. Surveyors will be expected to exercise their professional judgement regarding these elements, using information gathered internally, etc.

- a lack of access to the rear of buildings.

  Surveyors should make every effort to gain access to the rear of buildings.

  Code "9", "99" or "999" (unobtainable) should only be used when an element is not visible and the surveyor cannot form an opinion based upon their professional judgement.

Surveys where the surveyor has inspected both the inside and outside of the dwelling, but which contain some information that is unobtainable, are considered to be a full survey. **However, it is expected that the majority of questions will be answered in any section.**

A full survey requires that all sections of the physical survey form applicable to the type of dwelling being surveyed are completed:

Houses (all types)	Sections A, B, D, E, F, G, H, I, J, K, L, P, Q, R, S. (Do **not** complete Sections C, M, N, O).
Flats (own access)	Sections A, B, C, D, E, F, G, H, I, J, K, L, P, Q, R, S. (Do **not** complete Sections M, N, O).
Flats (shared access)	Sections A-S.

Code 2: EXTERNAL SURVEY

Houses: An external survey comprises an inspection of the outside of the selected dwelling and an assessment of the neighbourhood.

Flats: An external survey comprises an inspection of the outside of the common block containing the selected dwelling, the common circulation areas (where appropriate) and an assessment of the neighbourhood.

External surveys should only be submitted where:

- the selected dwelling is vacant
- where there is no contact with the occupant after a minimum of four visits.
- where the surveyor has collected external information on his first visit but is later refused access to the inside of the dwelling (see note at Code 3).

An external survey requires that the following sections of the physical survey form are completed:

Houses (all types)	Sections A, B, D, P, Q, R, S (questions 1, 7 & 9 only)
Flats (own access)	Sections A, B, C, D, P, Q, R, S (questions 1, 7 & 9 only)
Flats (shared access)	Sections A, B, C, D, M, N, O, P, Q, R, S (questions 1, 7 & 9 only)

Code 3: DWELLING DESCRIPTION

A dwelling description comprises a report on the external characteristics of the selected dwelling/common block containing the selected dwelling and an assessment of the neighbourhood.

Dwelling descriptions should only be submitted where permission to proceed with the survey is refused by the occupant and where no earlier inspection has taken place that can provide the data necessary to constitute an external survey.

Where a surveyor has called at a dwelling when the occupant is out and where he has undertaken an external survey in the expectation of obtaining access to the interior at a later visit, the data gathered can be submitted as an external survey despite a subsequent door step refusal by the occupant

Should an occupant who refuses to participate in the survey make a complaint about data gathered by the surveyor during an earlier visit, the surveyor should ask the occupant to contact the Central Administration Unit at the following Freephone telephone number: 0800 269 828.

A2 IS DWELLING OCCUPIED?

This question is designed to identify those dwellings that have fallen out of use but which still form part of the permanent housing stock. Dwellings that are in the process of exchange (ie. available for sale or rent at the time of the surveyor=s visit) are included as vacant at this question.

Dwellings that are AFor Sale@ where the occupiers have not yet moved out are occupied and are therefore eligible for a full survey.

Dwellings deliberately kept vacant during summer months in order that they are available to students during academic terms are to be considered occupied.

Code 1: YES

Where the surveyor does not make contact with an occupant, the presence of furniture, curtains etc. within the dwelling can be deemed to indicate occupancy.

Second or holiday homes are to be included under this code if normal signs of occupation are present.

Code 2: NO, SUITABLE FOR IMMEDIATE USE, BEING MARKETED

(i) The surveyor has been unable to contact an occupant and the dwelling shows no signs of occupation, furniture, furnishings etc.

(ii) The dwelling (exterior and interior if visible) shows no serious disrepair of a type or level that would prevent the dwelling being immediately occupied and there is no requirement for other substantial investment in respect of remedial or improvement works.

Disrepair that would prevent the occupation of a dwelling could take the form of large areas of generally poor condition or small localised areas of damage that compromise weather tightness.

Investment necessary to make a dwelling habitable, but which is not linked to disrepair, will generally be linked to a lack of amenities.

(iii) Action is being taken in order to let, sell or otherwise bring the dwelling back into occupation. This will most obviously be indicated by the presence of For Sale or To Let signs. If there are no signs of that nature surveyors should ask neighbours, local shopkeepers etc. if they are aware of any attempt to market the property.

Code 3: NO, SUITABLE FOR IMMEDIATE USE, NOT BEING MARKETED

(i) The surveyor has been unable to contact an occupant and the dwelling shows no signs of occupation, furniture, furnishings etc.

(ii) The dwelling (exterior and interior if visible) shows no serious disrepair of a type or level that would prevent the dwelling being immediately occupied and there is no requirement for other substantial investment in respect of remedial or improvement works.

(iii) There is no indication of any action being taken in order to let, sell or otherwise bring the dwelling back into occupation.

Code 4: NO, REQUIRES REPAIR, BEING MARKETED

(i) The surveyor has been unable to contact an occupant and the dwelling shows no signs of occupation, furniture, furnishings etc.

(ii) The exterior of the dwelling (and interior if visible) shows signs of disrepair of a type or level that would prevent the dwelling being immediately occupied and/or there is a requirement for other substantial investment.

(iii) Action is being taken in order to let, sell or otherwise bring the dwelling back into occupation.

Code 5: NO, REQUIRES REPAIR, NOT BEING MARKETED

(i) The surveyor has been unable to contact an occupant and the dwelling shows no signs of occupation, furniture, furnishings etc.

(ii) The exterior of the dwelling (and interior if visible) shows signs of disrepair of a type or level that would prevent the dwelling being immediately occupied and/or there is a requirement for other substantial investment.

(iii) There is no indication of any action being taken in order to let, sell or otherwise bring the dwelling back into occupation.

SECTION B - DWELLING DESCRIPTION

The SHCS is only concerned with dwellings that form part of the >permanent= housing stock. The following dwelling types are therefore **not** included as part of the SHCS:

Temporary dwellings — Dwellings that were/are not intended to have a lifespan greater than ten years at the time of their erection - prefabs.

Dwellings originally intended to be of a temporary nature but which have remained in use for a period in excess of ten years are to be considered permanent for the purposes of SHCS.

Seasonal Holiday Chalets — Dwellings with a type of construction that would only make them suitable for occupation during part of the year (single skin timber cabins etc).

Caravans. — Any work intended to make a caravan appear to be a more permanent structure (external brick/block walls, pitched roofs etc) is to be disregarded.

Regardless of any alterations, the structure is essentially that of a caravan and should not be surveyed.

The SHCS classifies all dwelling types as either **HOUSES** or **FLATS**:

HOUSES:

- are divided vertically from other dwellings, commercial premises etc;
- do not have separate dwellings, commercial premises etc. above or below them either in whole or in part;
- usually have their principal access from ground level.
- possess their own roof (repairs are not shared with another dwelling(s)).

Dwellings that have been formed as the result of a conversion and which meet the above definition of a house, are to be recorded using Codes 1 - 6. **There is no CONVERSION answer category for houses.**

FLATS:

- are dwellings that are, either wholly or in part, divided horizontally from other dwellings, commercial premises etc;
- are usually one floor but can be two or more in the case of maisonettes.

B1 TYPE OF HOUSE

SEE DIAGRAM B1 - PLAN TYPES

NOTE Codes 1, 3, 4, 5 and 6 apply to single level and multi-level houses.

Code 2 can only be used with houses of two or more storeys.

Code 1: MID TERRACE

A house situated in the middle of a row of three or more dwellings, commercial premises etc. The dwelling being surveyed will therefore have two party walls.

Agricultural outbuildings attached to a detached farm/crofter=s cottage etc. do not form part of a terrace within this definition. See Code 5 detached houses.

Code 2: MID TERRACE WITH PASSAGE

This category is to be used for houses in a mid-terrace situation which have an external wall that forms part of a ground level passageway. The arrangement of the rooms above the passageway is not important.

The purpose of this question is to identify those mid-terrace houses that will record a greater heat loss through their external walls due to the presence of the passageway.

Repairs associated with the passageway should be recorded in Section R (External Features).

Code 3: END TERRACE

A house situated at the end of a row of three or more dwellings, commercial premises etc.

Code 4: SEMI-DETACHED

A house sharing one party wall with another dwelling or commercial premises of a similar size.

These two Adwellings@, when taken together as a single unit, should be physically separate from other dwellings excepting:

- tenuous physical connections, such as the Across attached@junctions; **DIAGRAM B1**.

- single storey non-habitable link blocks, such as stores and garages, which abut adjoining dwellings

- agricultural outbuildings attached to a semi-detached farm house/crofter=s cottage.

The above arrangements should not prevent a dwelling being classified as semi-detached.

Code 5: DETACHED

A house that is free standing with no party walls. The surveyor should ideally be able to walk or see around the entire dwelling. Where this is not possible and houses almost connect there should be evidence of either:

- an air space; or of

- completely independent structures.

The following arrangements do not prevent a dwelling being classified detached:

- single storey non-habitable link blocks, such as stores and garages, which abut adjoining dwellings;

- agricultural outbuildings attached to a detached farm house/crofter=s cottage on one or both sides.

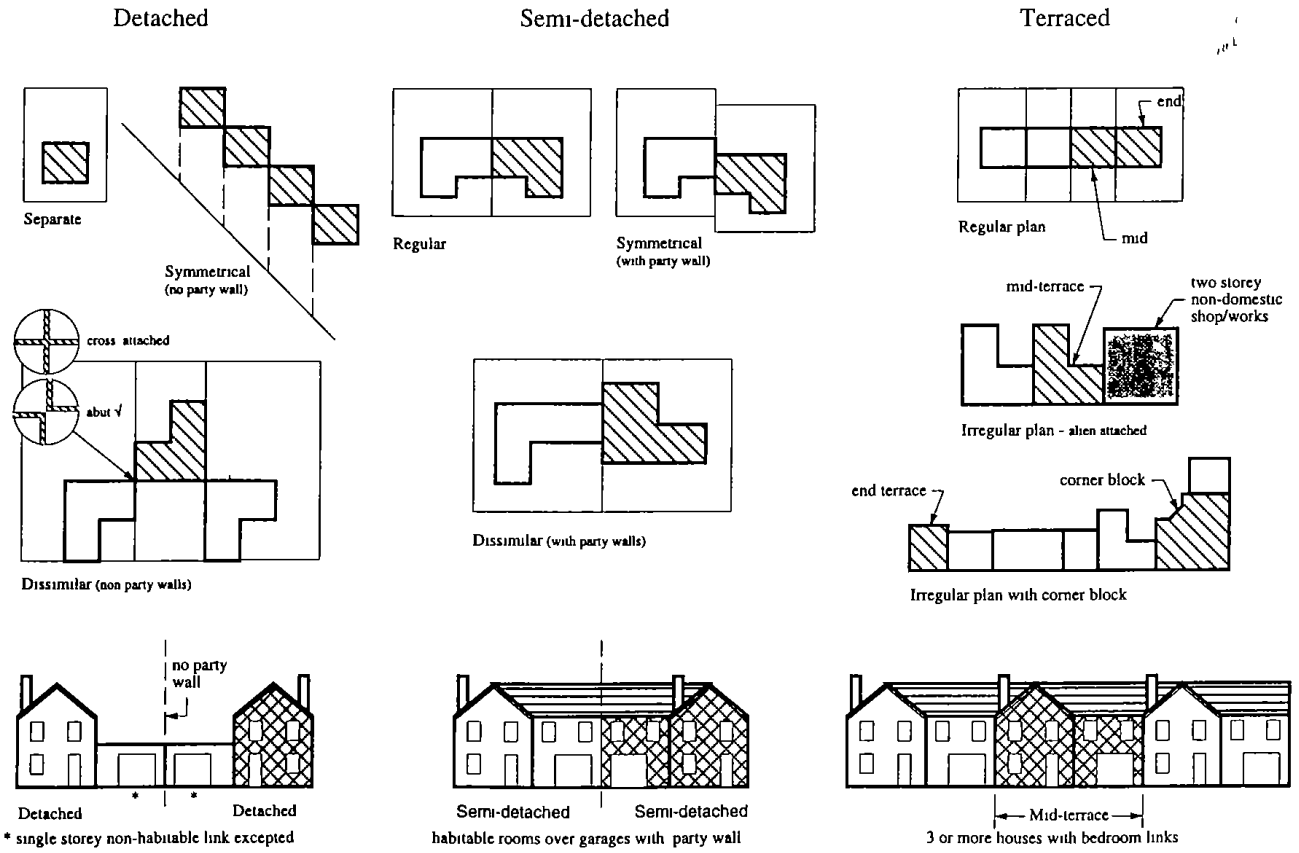
Code 6: CORNER

As mid-terrace (Code 1) but at a junction or turn and physically linked to dwellings or commercial premises on either side.

Code 8: NOT A HOUSE

The dwelling being surveyed is a flat.

Diagram B1 Plan types



B2 TYPE OF FLAT

Code 1: TENEMENT

A tenement flat is a dwelling within a common block of two or more floors (commonly up to five storeys but may be higher in certain circumstances) where some or all of the flats have a shared or common access. It is not necessary for the selected dwelling to have shared or common access, but shared or common access must be present within the common block containing the selected dwelling.

A common example of this situation are the ground floor flats to tenement blocks which have their own main door directly to the street. The flats on the upper levels are accessed by means of a common stair and therefore all flats within the block, including the ground floor (own access) flats are tenement flats.

This definition is very broad and will consequently encompass a large number of flats that the surveyor would not otherwise consider to be tenement flats.

NOTE: To illustrate this point consider a block of four flats with two at ground level and two at first floor level. If two or more of the flats are accessed off a common passage or stair and landing all flats within the block are tenement flats. However if all of the flats within the block have their own independent access all flats within the block are 4-in-a-block type flats (see Code 2, 4-in-a-block type). This same principal applies to flats located above commercial premises.

Code 2: 4-IN-A-BLOCK TYPE

If each flat within the common block containing the selected dwelling has its own separate access then all flats within that block are classified as 4-in-a-block type flats.

This definition is very broad, extending beyond the dwelling type generally recognised as 4-in-a-block, and will consequently encompass a large number of flats that the surveyor would not otherwise consider to be 4-in-a-block type flats.

For example, 4-in-a-block type flats do not have to exist in groups of four, and conversely not all blocks of four flats are 4-in-a-block type flats (see note Code 1).

Code 3: TOWER/SLAB

A flat or maisonette in a tower or slab block.

Towers -are ten or more storeys high

- will usually contain at least one lift.

- usually have at least four dwellings per level

Slabs - are generally over five storeys high

- can be either Awalk-up@ or multi-storey

- have predominantly horizontal circulation;

passage/corridor-	6 or more dwellings accessed from a corridor or internal passage.
deck	habitable rooms located above or below walk ways
gallery	walk ways located within main structure (under roof to block) and may be open to external air.
balcony	walk way projects beyond the main structure (outwith roof line to block).

- often have vertical circulation at more than one location within the block.

- are usually of a post-war frame type construction

Code 4: FLAT IN A CONVERTED BUILDING

A flat or maisonette in a converted building. This covers all cases where a house or non-residential building has been converted to provide more than one unit of accommodation/other premises.

Where a flat has been created by conversion from another flat or flats, surveyors should not record it as a conversion but should record it against the flat type which it most closely matches (almost always tenement or 4-in-a-block).

Code 8: NOT A FLAT

The dwelling being surveyed is a house.

B3 - B6 NOTE

In heat loss terms a house and a flat can be distinguished by whether or not they have a heat loss floor **AND** a heat loss roof.

A heat loss element is one which separates the dwelling from the external environment. If the adjacent space is another dwelling (through a party wall or a shared ceiling/floor) then this is assumed to be heated whether or not it is occupied, and it is therefore **NOT** a heat loss element. Similarly commercial premises are assumed to be heated, and thus shared elements with a dwelling are not considered to be heat loss surfaces. Garages and warehouses are assumed to be unheated, and therefore shared elements with a dwelling are considered to be heat loss surfaces.

A **HOUSE** will have **BOTH** a heat loss floor **AND** a heat loss roof area that encompasses the dwelling plan area.

A **FLAT** will **NOT** have **BOTH** a heat loss floor area **AND** a heat loss roof area that encompasses all of the dwelling plan area. A flat may have both some heat loss floor and some heat loss roof area (see B4 and B5 for descriptions of part exposed floors and roofs) but at least one of the floor or roof constructions will be part shared with another dwelling.

B3 IF A FLAT, IS IT LOCATED DIRECTLY ABOVE SHOPS, OFFICES OR OTHER COMMERCIAL PREMISES?

Code 1: NO

The dwelling is a flat but is either:

- part of a block that does not contain any shops, offices or other commercial premises; or is

- not the dwelling directly above the shop, office or other commercial premises in a block where such premises exist ie. there is another dwelling(s) in between.

Code 2: YES

The dwelling is a flat and it is located directly **above** shops, offices or other commercial premises. Dwellings **below** commercial premises are not recorded separately.

Code 3: NOT A FLAT

The dwelling is a house.

B4 FLAT ONLY, FLOOR EXPOSURE

The following answer categories help determine the amount of heat lost through the floor of a dwelling by assessing whether or not the floor is in direct contact with the ground or the external air or is a non-heat loss floor.

NOTE: Diagram B6 (all figures) illustrates examples of different flats with an indication of their floor and roof exposures.

Code 1: GROUND FLOOR

A ground floor flat is a flat where:

- the lowest floor is in direct contact with the ground; or
- there is a solum space beneath it; or
- there is an unused unheated basement or cellar directly below it. This area may contain the boiler but there will be no habitable rooms or radiators with it. If so, then this area will become the Ground Floor.

Code 2 : EXPOSED (ABOVE GROUND)

A flat has an exposed floor when it is an upper storey (ie. not on the ground floor) flat where 100% of the floor area is exposed to the external air. Examples of this type of arrangement occur in blocks of flats that are built on stilts or where the whole floor area of a flat overlaps an open space. It may also occur where the whole of the flat is located over an unheated space, such as a garage.

NOTE: The floor area of a maisonette is taken to be the Afootprint@ area of the dwelling (use the larger floor area if one floor is larger than the other) **not** the sum of the areas of the floor levels.

Code 3: PART EXPOSED (ABOVE GROUND)

As Code 2 except that the area exposed to the external air is less than 100% of the floor area of the flat. This area will be part of an upper storey floor where this extends out over the lower storey of the dwelling, or part of the flat is located over an unheated space such as a garage or an unheated stairwell, close or passageway. For the floor area to be considered **ONLY** Part Exposed, some part of the floor area of the flat must be located over another dwelling, shop or other heated premises.

Code 4: NON HEAT LOSS FLOOR

A non heat loss floor occurs where a flat is located directly above another flat, shop or other heated premises eg a mid-level or top floor flat.

Code 8: NOT A FLAT

The dwelling is a house.

B5 FLAT ONLY, ROOF EXPOSURE

The following answer categories help determine the amount of heat lost through the roof of a dwelling by assessing the exposure of the roof to the external air.

NOTE: Diagram B6 (all figures) illustrates examples of different flats with an indication of their floor and roof exposures.

Code 1: PITCHED ROOF

At least 50% of the plan area of the flat must be exposed to the external environment.

The predominant roof type is pitched ie. must have a minimum 10 degree slope.

Typically top floor flats with a pitched, mono-pitched, mansard or half mansard roof. A flat built within a mansard roof would fall within this category.

Code 2: FLAT ROOF

At least 50% of the plan area of the flat must be exposed to the external environment.

The predominant roof type is flat ie. must have a maximum 10 degree slope.

Typically top floor flats with a flat roof.

Code 3: PART EXPOSED

A part exposed roof occurs when the structure of a lower storey flat extends beyond the structure of the flats above.

A flat located below another flat, that has been built into the roof area (regardless of whether the roof is pitched, flat or mansard), may fall into this category, depending upon whether or not the floor area of the upper flat extends over all of the ceiling area of the lower flat.
If the floor area of the upper flat **does** extend over all of the ceiling area of the lower flat then the lower flat would be recorded as having a non-heat loss roof (Code 4).

Code 4: NON HEAT LOSS ROOF

A non heat loss roof occurs where a flat is located directly below another flat, shop or other heated premises eg. A basement, ground or mid-level flat.

The flat does not project beyond the flat, shop or other heated premises above and consequently does not have an external roof.

Code 8: NOT A FLAT

The dwelling is a house.

B6 FLAT ONLY, WALL EXPOSURE

SEE DIAGRAM B6 (ALL FIGURES)

For the purpose of this question it is assumed that each flat has four main elevations.

Walls are considered exposed if they separate the dwelling from the external environment.

A wall that separates the flat from another **heated** space (e.g. dwellings or shops) is not exposed. Common stairwells, closes or passageways must have a form of heating present (eg. a radiator), for the walls that separate them from the flat to be considered as **not** exposed. A common doorway to the close or stairwell entrance or a secured entry system do not fulfill this criteria.

A wall that separates the flat from an **unheated** space should be treated as half exposed. For example this could include an **unheated** enclosed or integral garage, an **unheated** stairwell or lift shaft, an **unheated** close or an **unheated** passageway.

Where the elevation is only partially exposed, the exposed wall count will fall between two integers. This possibility has been catered for by Codes 2, 4 and 6, A1 to 2 walls exposed@, A2 to 3 walls exposed@ and A3 to 4 walls exposed@ respectively.

Diagram B6 NHER Level 0 Assessment of 'Four in a Block' Dwelling

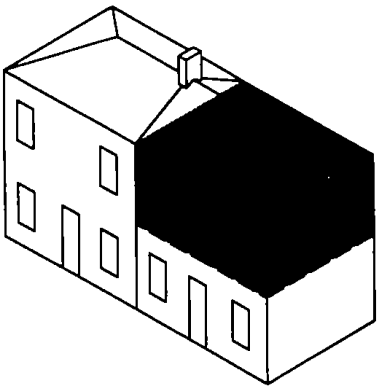


Figure 6 1a. Upper Floor Flat
Built Form *Flat*
Flat Type *Block (up to 5 storevs)*
Floor Exposure *Non-heat Loss Floor*
Roof Exposure *Exposed Pitched Roof*
Wall Exposure *Three Walls Exposed*

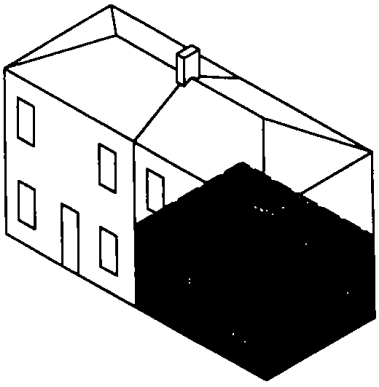


Figure 6 1b Lower Floor Flat
Built Form *Flat*
Flat Type *Block (up to 5 storeys)*
Floor Exposure *Ground Floor*
Roof Exposure *Non-heat Loss Roof*
Wall Exposure *Three Walls Exposed*

Source of Original Diagrams Scottish Development Department (1988)
Local House Condition Surveys A Manual of Guidance, HMSO, Edinburgh.

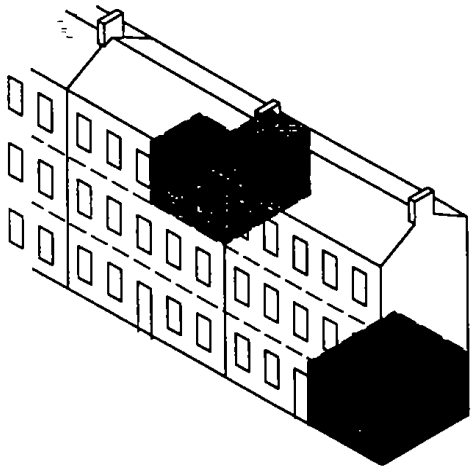


Figure 6 2a *Upper Floor Flat*
Built Form *Flat*
Flat Type *Block (up to 5 storeys)*
Floor Exposure *Non-heat Loss Floor*
Roof Exposure *Exposed Puched Roof*
Wall Exposure *Between Two and Three walls*
Exposed (if unheated close)
Between One and Two walls
Exposed (if heated close)

Figure 6 2b *Ground Floor Flat*
Built Form *Flat*
Flat Type *Block (up to 5 storeys)*
Floor Exposure *Ground Floor*
Roof Exposure *Non-heat Loss Roof*
Wall Exposure *Four Exposed Walls*
(if unheated close)
Three walls exposed
(if heated close)

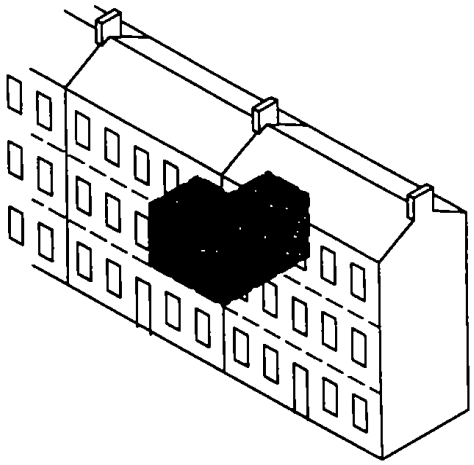


Figure 6 2c *Mid Floor Flat*
Built Form *Flat*
Flat Type *Block (up to 5 storeys)*
Floor Exposure *Non-heat Loss Floor*
Roof Exposure *Non-heat Loss Roof*
Wall Exposure *Between Two and Three Walls*
Exposed (if heated close)
One and Two walls
Exposed (if heated close)

Source of Original Diagrams Scottish Development Department (1988)
Local House Condition Surveys A Manual of Guidance HMSO, Edinburgh.

Diagram B6 NHER Level 0 Assessment of Tower Block Flats

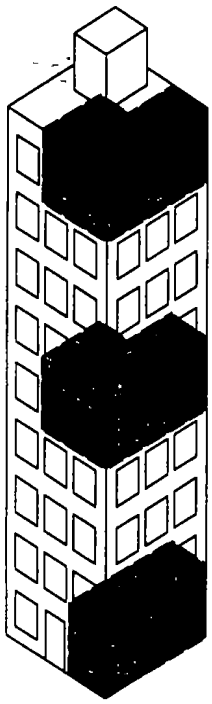


Figure 6 3a Top Floor Flat
Built Form *Flat*
Flat Type *Tower Block (>5 storeys)*
Floor Exposure *Non-heat Loss Floor*
Roof Exposure *Exposed Flat Roof*
Wall Exposure *Between Three and Four Walls Exposed (if unheated close)*
Between Two and Three Walls Exposed (if heated close)

Figure 6 3b Mid-Floor Flat
Built form *Flat*
Flat Type *Tower Block (>5 storeys)*
Floor Exposure *Non-heat Loss Floor*
Roof Exposure *Non-heat Loss Roof*
Wall Exposure *Between Three and Four Walls Exposed (if unheated close)*
Between Two and Three Walls Exposed (if heated close)

Figure 6 3c Ground Floor Flat
Built form *Flat*
Flat Type *Tower Block (>5 storeys)*
Floor Exposure *Ground Floor*
Roof Exposure *Non-heat Loss Roof*
Wall Exposure *Four Walls Exposed* (if unheated close)
Three Walls Exposed (if heated close)

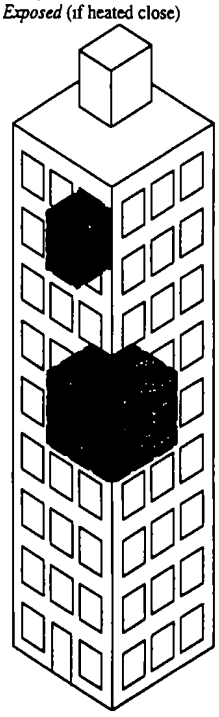


Figure 6 3d Upper Mid-Floor Flat
Built Form *Flat*
Flat Type *Tower Block (>5 storeys)*
Floor Exposure *Non-heat Loss Floor*
Roof Exposure *Non-heat Loss Roof*
Wall Exposure *Two Walls Exposed* (if unheated close)
One Wall Exposed (if heated close)

Figure 6 3e Lower Mid-Floor Flat
Built Form *Flat*
Flat Type *Tower Block (>5 storeys)*
Floor Exposure *Non-heat Loss Floor*
Roof Exposure *Non-heat Loss Roof*
Wall Exposure *Between Two and Three Walls exposed* (if unheated close)
Two Walls Exposed (if heated close)

Source of Original Diagrams Scottish Development Department (1988)
Local House Condition Surveys A Manual of Guidance, HMSO Edinburgh.

Diagram B6 NHER Level 0 Assessment of Deck Access Flats

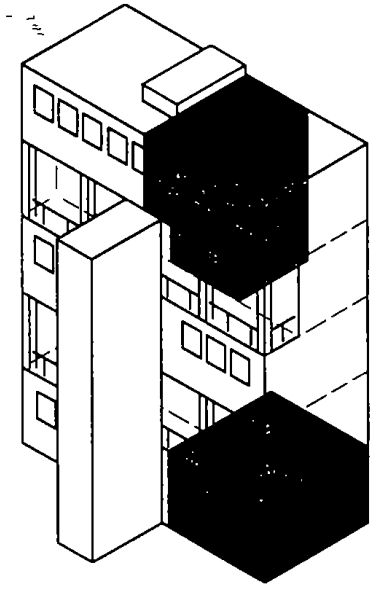


Figure 6 4a Upper Floor Maisonette
Built Form *Flat or Maisonette*
Flat Type *Block (up to 5 storeys)*
Floor Exposure *Part Exposed Floor*
Roof Exposure *Exposed Flat Roof*
Wall Exposure *Two Walls Exposed*

Figure 6 4b *Ground Floor Flat*
Built Form *Flat or Maisonette*
Flat Type *Block (up to 5 storeys)*
Floor Exposure *Ground Floor*
Roof Exposure *Partially Exposed Roof*
Wall Exposure *Three Walls Exposed*

Figure 6 4c *Upper Floor Maisonette*
Built Form *Flat or Maisonette*
Flat Type *Block (up to 5 storeys)*
Floor Exposure *Part Exposed Floor*
Roof Exposure *Exposed Flat Roof*
Wall Exposure *Three Walls Exposed*

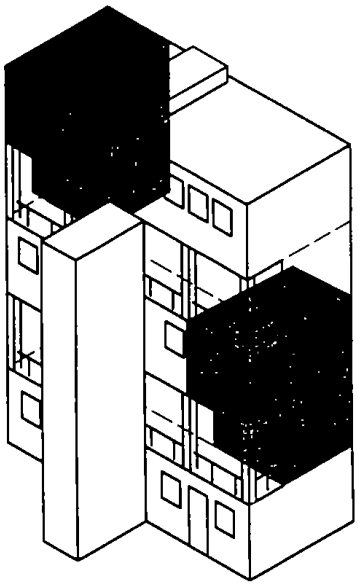


Figure 6 4d *Mid-Floor Maisonette*
Built Form *Flat or Maisonsette*
Flat Type *Block (up to 5 storeys)*
Floor Exposure *Part Exposed Floor*
Roof Exposure *Partially Exposed Roof*
Wall Exposure *Three Walls Exposed*

Source of Original Diagrams Scottish Development Department (1988)
Local House Condition Surveys A Manual of Guidance, HMSO, Edinburgh.

Diagram B6 NHER Level 0 Assessment of Flats Above Shops or Offices

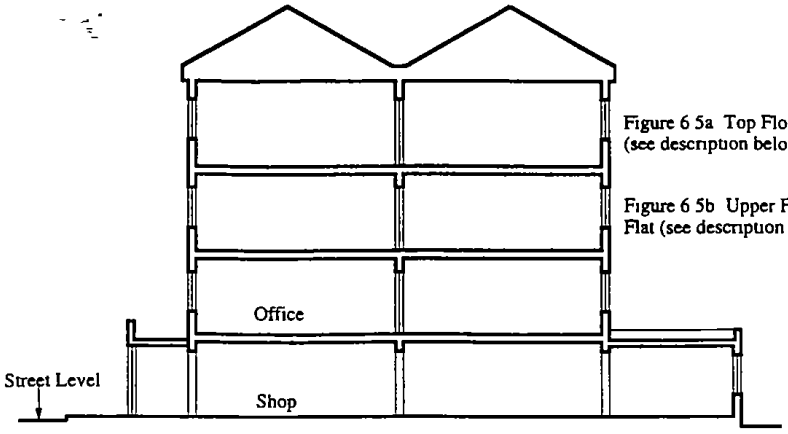


Figure 6 5a Top Floor Flat
Built Form Flat
Flat Type Block (up to 5 storeys)
Floor Exposure Non-heat Loss Floor
Roof Exposure Exposed Pitched Roof
Wall Exposure Two or three walls exposed

Figure 6 5b Upper Floor Flat
Built Form Flat
Flat Type Above Shops or Offices
Floor Exposure Non-heat Loss Floor
Roof Exposure Non-heat Loss Roof
Wall Exposure Two or three walls exposed

Source of Original Diagrams Scottish Development Department (1988)
Local House Condition Surveys A Manual of Guidance, HMSO, Edinburgh.

Diagram B6 NHER Level 0 Assessment of Flats in Divided House

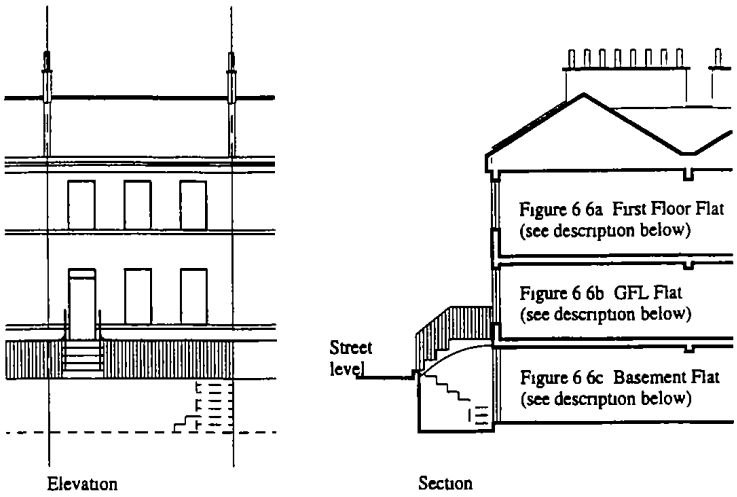


Figure 6.6a 1st Floor Flat
Built Form. *Flat*
Flat Type *Divided House*
Floor Exposure *Non-heat Loss Floor*
Roof Exposure *Exposed Pitched Roof*
Wall Exposure *Two walls exposed*

Figure 6.6b GFL Flat
Built Form *Flat*
Flat Type *Divided House*
Floor Exposure *Non-heat Loss Floor*
Roof Exposure *Non-heat Loss Roof*
Wall Exposure *Two walls exposed*

Figure 6.6c: Basement Level Flat
Built Form *Flat*
Flat Type *Divided House*
Floor Exposure *Ground Floor*
Roof Exposure *Non-heat Loss Roof*
Wall Exposure *Two walls exposed*

Source of Original Diagrams Scotish Development Department (1988)
Local House Condition Surveys A Manual of Guidance, HMSO, Edinburgh.

B7 ENTRY LEVEL TO DWELLING

SEE DIAGRAM B7

The surveyor should record the entry level to the dwelling itself ie. the main front door to a path, road, close, corridor or external stair or access balcony.

Data on the level of rooms relative to the entry level (above or below) is collected at E1 and is not to be consider by this question.

A 4-in-a-block type (own door) flat with all rooms at first floor level can be entered

- directly at ground level (own internal stair) Code 0; or

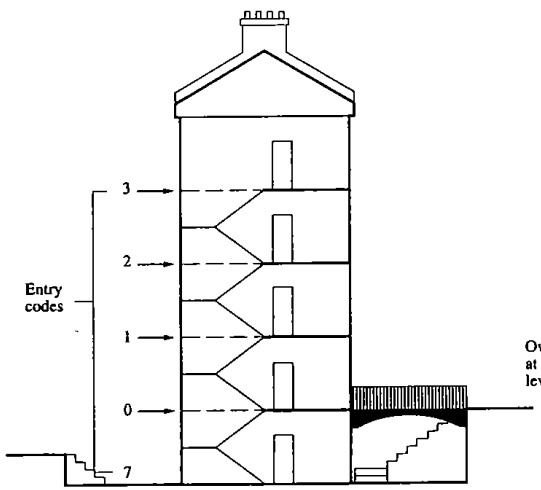
- at first floor level via an external stair Code 1; or

- at a mid-level via an external stair Code 1:

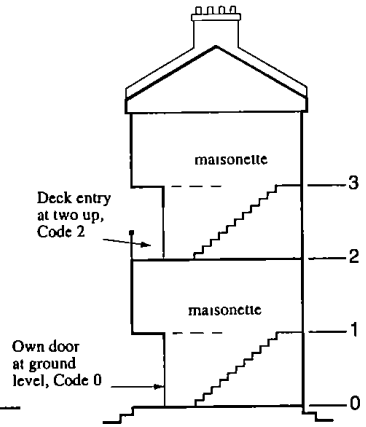
External entrances situated half way between floor levels, or above the half way point, should be rounded up to Code 1. External entrances situated below the half way point between floor levels should be rounded down to Code 0.

Where the entry to a dwelling is at a level that is classified as basement, using the definition at C5 and I3, then the entry level should be recorded as Code 7 "Basement". In sloping site situations, this rule remains valid even when the dwelling is entered at the lower ground level see Diagrams C5 and I3.

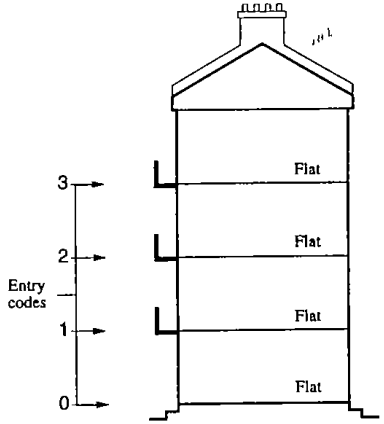
Diagram B7 Entry Level



Five storey tenement block

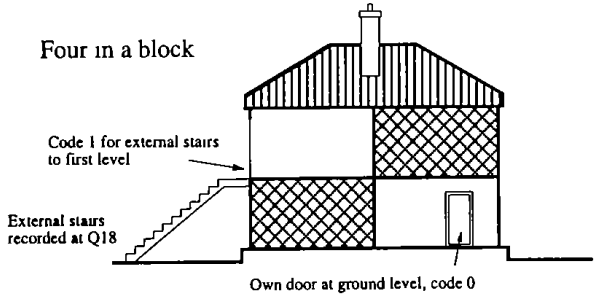


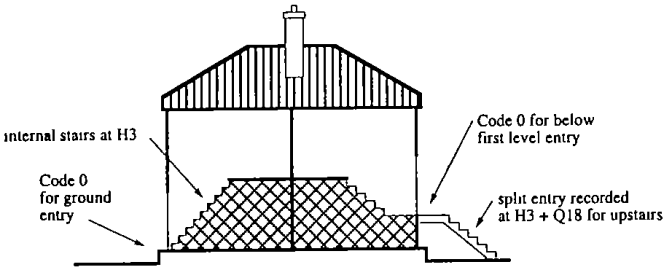
Four storey maisonette block



Four storey balcony block

Four in a block




internal stairs at H3
Code 0 for ground entry
Code 0 for below first level entry
split entry recorded at H3 + Q18 for upstairs

B8 PATHWAYS FROM ROAD AND/OR CAR SPACES UP TO BUT NOT INCLUDING THE ENTRANCE DOOR TO THE DWELLING OR COMMON BLOCK ARE...

This question is designed to collect information on the current, or potential, provision of access to a barrier free entrance door or, if no such door exists, to the entrance door involving the least number of steps.

For the purposes of this question, the entrance door is taken to be:

- the door that separates the interior of the dwelling from the external environment;

- the door that separates the common circulation space (in blocks of flats with shared access) from the external environment. In shared access situations where no door exists the surveyor should assess the access to the threshold of the block. The presence of a door is not recorded here.

The entrance door need not be the front door to the dwelling/block.

The door itself is not assessed at this question but is considered at I5 (entrance door to dwelling) and/or M6 (entrance door to common circulation).

Ramps suitable for Barrier Free access must:

- be a minimum of 1 metre wide;

- have a gradient between 1:20 and 1:12 (the maximum to allow unassisted wheelchair access);

- have a level platform at least 1 metre deep outside entrance doors:

- have intermediate platforms if over 10 metres long with a gradient of 1:15 or steeper.

The surveyor may use the following table to help assess the potential for replacing steps (taken to be approx 175mm high) with a ramp.

No. of steps at 175mm each	ramp equivalent	ramp equivalent & platform at door
1	2.1m	3.1m
2	4.2m	5.2m
3	6.3m	7.3m
4	8.4m	9.4m
5	10.5m	12.5m

Where steps are noticeably shallower than 175mm the surveyor should use the ramp length equivalent for one step less than actually present.

Code 1: STEP FREE NOT POSSIBLE

Provision of a ramp is either not possible or is considered impractical.

The following examples would be considered to make the provision of a ramp impractical:

- more than 5 steps in any one flight;
- less than 1 metre between the entrance door and the curtilage of the dwelling/block;
- the access is in common ownership.

Code 2: POTENTIALLY STEP FREE

A ramp, or ramps, could be added (either replacing or augmenting the steps) to provide step free access to the entrance door from the road, from a Adropping-off@ point or from a car space.

Where a flat is entered via an access that is in common ownership it is to be taken that it will **not** be possible to overcome any existing changes in level that prevent it currently being considered Barrier Free. Therefore "potentially step free" **cannot** be recorded against dwellings entered via a common access.

The roadside kerb is not to be considered as part of this assessment.

Code 3: STEP FREE

There are no stepped changes in level greater than 20mm between the entrance door and the road, a Adropping-off@ point or a car space.

The roadside kerb is not to be considered as part of this assessment.

Code 9: UNOBTAINABLE

Unobtainable should only be recorded where:

- the surveyor cannot gain access to any entrance door, or

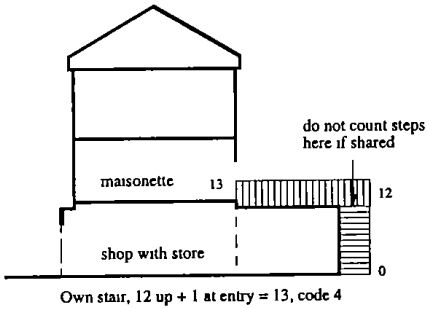
- the surveyor cannot gain access to a rear door and the main entrance door has been assessed as step free not possible.

B9 NUMBER OF ACCESS STEPS WITHIN THE CURTILAGE TO THE ENTRANCE

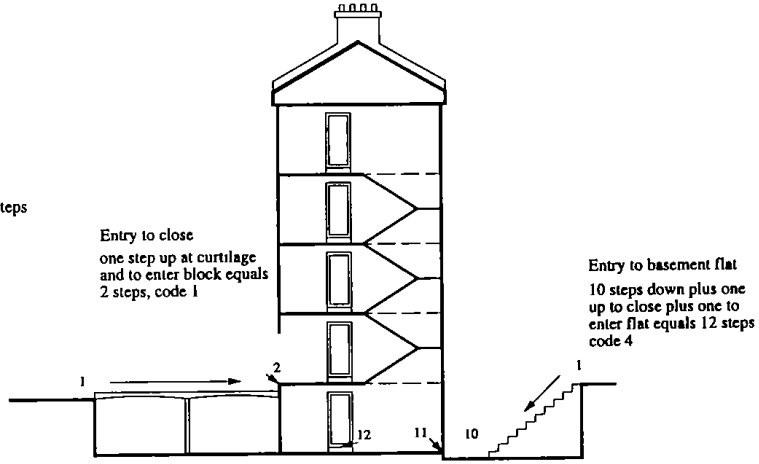
Include all steps, both up and down, from the edge of the curtilage of the site to the entrance level recorded at B8.

Where there is no defined curtilage (such as an open plan front or a footpath estate) the surveyor should make an assumption using boundaries such as the back line of a public footway.

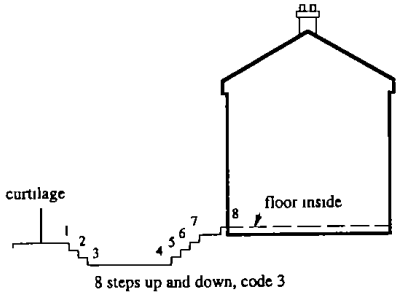
Diagram B9 Access steps



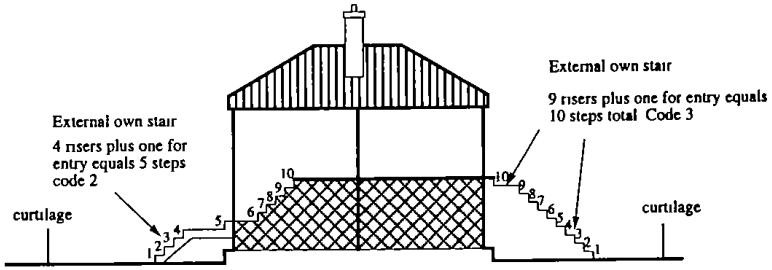
Maisonette over shop


Entry to close
one step up at curtilage and to enter block equals 2 steps, code 1
Entry to basement flat
10 steps down plus one up to close plus one to enter flat equals 12 steps code 4
1
2
12
11
10
1

Block of flats



Dwelling house with garden


External own stair
4 risers plus one for entry equals 5 steps code 2
External own stair
9 risers plus one for entry equals 10 steps total Code 3
curtilage
curtilage

Four in a block options

B10 QUALITY ASSESSMENT OF DWELLING

This question is designed to identify those dwellings that will incur higher levels of repair costs due to:

- their scale; and/or
- the materials and finishes used; and/or
- the quality of detailing.

This assessment should be based upon the relative standard of the dwelling as originally built. Subsequent improvements are not to be considered here.

The actual condition of the dwelling is not to be considered in the surveyor=s assessment of quality.

There is no separate category for Abelow average quality dwellings@.

Code 1: BASIC

Basic dwellings will generally exhibit the following characteristics:

- utilitarian design;
- minimum space standards;
- originally designed to sell at the bottom end of the market.

Most public sector housing will be of a basic quality.

Code 2: BETTER THAN BASIC

- space above minimum standards
- some modelling to facade, bay windows etc.

Code 3: OF SUPERIOR QUALITY

- large rooms with high ceilings
- elaborate detailing such as oriels, and complex chimney heads.
- heavy modelling to facade, porches, turrets, two-storey bay windows, decorative dormers, complex roofs etc.
- originally designed to sell at the top end of the market.

Pre 1919 Tenement Superior Quality

Ornate stonework around windows and doors and at wall head

Sculpture at wall head (far left)

Complex and unusual roof forms

Pre 1919 Tenement Better than Basic

Bay windows with associated roof form

Some modelling of stonework around windows, doors and chimneys

Pre 1919 Tenement Basic

Block consists of a simple box shape with little or no architectural enhancement

27

Pre 1919
Detached House
Superior Quality

Ornate stone columns at bay windows and door

Richly carved stonework around central window, across projecting bays, along eaves and at corners

Pre 1919
Detached House
Better than Basic

Some detailing of stonework around main door and at eaves level

Bay windows

Stone balustrade above main door

Pre 1919
Detached House
Basic

House consists of a simple box shape with little or no architectural enhancement

Pre 1919
Small Detached House
Superior Quality

Detailed stonework around windows and at door

Projecting stone bay window

Shaped coping

Shaped roof slates

Pre 1919
Small Detached House
Better than Basic

Turret feature for main door

Bay window

Crow stepped gables with stone thistle motif

Pre 1919
Small Detached House
Basic

House consists of a simple box shape with little or no architectural enhancement

31

B11 DATE OF CONSTRUCTION OF DWELLING

The date of construction is taken as the oldest part of the original structure.

Where a dwelling has been created as a result of a conversion surveyors should record the age category appropriate to the original structure.

Code 1: post 1982

Code 2: 1965 - 82

Code 3: 1945 - 64

Code 4: 1940 - 44

Dwellings in this age category will consist primarily of emergency wartime dwellings and those completed soon after 1939.

Code 5: 1919 - 39

Code 6: pre 1919

B12 NHER AGE CATEGORY

NOTE The age bands used in B11 are an expanded version of the age bands collected in 1991 and are required for comparative purposes between SHCS 1991 and 1996.

The age bands used in this question are required for the NHER Level 0 program that is used to determine the thermal characteristics of the building fabric. Age is one of the key defining variables in the NHER survey.

The criteria used in the definition of these two age bands is different and consequently the surveyor is required to assess a dwelling against both age bands.

Codes 1-4: These age bands cover the period when new dwellings were required to meet minimum insulation standards as defined in the Scottish Building Regulations.

The specific age bands reflect the periods that particular regulations were in effect, before being succeeded by higher insulation standards. The insulation standards applying to the construction of a new dwelling are those in effect when the dwelling goes through the Building Control process rather than those applying when the dwelling is actually built. As a Building Warrant can remain valid for up to three years without renewal, it is possible for >new= dwellings to be built to the thermal insulation standards of the previous Scottish Building Regulations. Thus, dwellings built at the beginning of an age band (eg 1983 - Code 2), will usually have received Building Control approval during the previous period, and should therefore be coded to the earlier period (eg, in this instance, 1976-1982 - Code 3).
Newer timber frame dwellings are **not** moved to a more recent age of dwelling band to take account of their improved thermal performance over other construction types as, while this might allocate a more accurate thermal value to the wall element, it would overestimate the performance of the roof which does not exhibit a corresponding improvement.

It can be very difficult to assess the exact age of dwellings built recently without recourse to Building Control authorities. Possibly the most obvious indicator is loft insulation. Dwellings built to the 1982-91 thermal standards required only 100mm of loft insulation, while dwellings built to post 1991 standards require at least 150mm of insulation. Other insulation indicators of age are set out below.

The surveyor may find the following broad characteristics useful in their assessment of dwelling age:

Code 1:	**post 1991**	Loft insulation required to be 150mm minimum
		Introduction of thicker walls when timber frame. Use of 150mm studs means that wall will be at least 320mm thick.
		Introduction of floor insulation
Code 2:	**1983 - 1991**	Loft insulation required to be 100mm minimum
		Timber frame construction in widespread use. Use of 100mm studs means that wall thicknesses will be less than 310mm (less

than a traditional brick/cavity/brick or brick/cavity/block wall construction).

Masonry walls with partial wall insulation will be 330mm thick or greater.

No floor insulation required.

Code 3: **1976 - 1982** Loft insulation required to be at least 50mm thick. Post 1978 it became quite common to install 75-80 mm of loft insulation.

Wall insulation first required but was often met through the use of thermolite blocks resulting in walls 310-330mm thick.

Code 4: **1964 - 1975** Loft insulation required to be 25mm thick.

No requirement for wall insulation. Likely to be cavity wall construction although some timber frame was built during this period (where wall thicknesses tend to be less than 150 mm with an external veneer and plasterboard internally).

Codes 5-6: Prior to 1964, new dwellings were not obliged to include insulation within their construction. The distinction between dwellings constructed in 1930-1949 (Code 6) and 1950-1963 (Code 5) is not so significant because of the lack of insulation standards.

The main assumption within these categories is that the dwellings will have a cavity wall construction. Where a dwelling that was built during this period has a solid wall construction, then it should be coded for 1900-1929 (Code 7), to allow the appropriate default U-values to be inserted in to the energy assessment program.

The surveyor may find the following broad characteristics useful in their assessment of dwelling age:

Code 5: **1950 - 1963** Pitched or flat roof - no insulation

Walls usually cavity construction (brick cavity walls can be distinguished from solid brick walls as there are no header bricks in the main wall construction. Concrete blocks introduced into dwelling construction

Casement windows became more common.

Room ceiling heights, particularly on the ground floor, are less than 3m.

Code 6: **1930 - 1949** Cavity construction: brick /cavity / brick;
brick / cavity / concrete block;
concrete block / cavity / brick.

Look at brick pattern - no headers in wall construction.

Codes 7-8: Dwellings constructed in 1900-1929 (Code 7) and pre 1900 (Code 8) are assumed to have solid wall construction, either stone or brick.

Where a dwelling that was built during this period has a cavity wall construction, then it should be coded for 1930 -1949 (Code 6), to allow the appropriate default U-values to be inserted in to the energy assessment program.

The surveyor may find the following broad characteristics useful in their assessment of dwelling age:

Code 7: **1900 - 1929** Solid brick or solid stone construction: solid brick walls can be distinguished from brick cavity walls as there are header bricks appearing in a repetitive pattern in the main wall construction.

Wooden sash windows.

Ceiling heights in rooms on lower storey often in excess of 3m.

Code 8: **pre 1900** solid stone construction

NOTE: **The surveyor=s assessment should consider the dwelling as built.**

Any insulation added to the dwelling since it was built is not to be considered in this assessment but is recorded later in the form.

SCOTTISH BUILDING REGULATIONS
MAXIMUM U-VALUES

	1964	1976	1983	1991
ROOF	**1.0 (25mm)**	**0.6 (50mm)**	**0.35 (100mm)**	**0.25 (150mm)**
WALLS (EXTERNAL)	**1.7**	**1.0**	**0.6**	**0.45**
WALLS (SEMI-EXPOSED)	**N/A**	**N/A**	**1.0**	**0.6**
FLOOR EXPOSED	**1.4**	**1.0**	**0.6**	**0.45**
FLOOR GROUND	**N/A**	**N/A**	**N/A**	**0.45**
GLAZING	**N/A**	**average for wall 1.8**	**maximum 12% of total wall area if single glazed**	**maximum 15% of total wall area if single glazed**

B13 PROVISION FOR EXCLUSIVE PARKING ASSOCIATED WITH DWELLING

Parking for the sole use of the occupants of the selected dwelling.

The surveyor should assess the existing provision **not** the potential provision.

Code 1: INTEGRAL GARAGE

The garage is attached to the dwelling, or is integral to the dwelling structure.

Code 2: GARAGE ON PLOT

The occupants have exclusive use of a free standing garage, or outbuilding suitable for parking, located within the selected dwelling=s curtilage.

Car ports are not to be assessed here but should be recorded using Code 3.

Code 3: SPACE ON PLOT

The occupants have exclusive use of an open parking space, or car port, located within the selected dwelling=s curtilage.

Code 4: SPACE/GARAGE ELSEWHERE

The occupants have exclusive use of a garage or open parking space, located outwith the selected dwelling=s curtilage.

Code 8: NO EXCLUSIVE PARKING

The occupants do not have exclusive access to any parking provision, anywhere.

This includes:

- areas where residents require to purchase a parking permit; and
- Aoff street@ parking areas where there is no exclusive provision.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if the occupants of the selected dwelling have exclusive use of any garage or parking space.

SECTION C CHARACTERISTICS OF COMMON BLOCK

A common block may be defined as a group of two or more dwellings, normally separated horizontally under the same roof, where the cost of repairs to common parts may be apportioned on a dwelling basis. This definition includes mixed uses, where shops, offices or other commercial properties can be apportioned an element of cost on the same proportional basis.

These dwellings may, or may not, have shared access.

Traditional 4-in-a-block type (detached block of four flats) should be surveyed as a whole.

Where blocks of flats, or linked flat blocks, are built as semi-detached or terraced units, the surveyor should choose a group or block of flats (that includes the selected dwelling) served by one common stair or close.

The same criteria is to be used when selecting the smallest repetitive unit where 4-in-a-block types are halved and form ends to blocks. The stair/own door and roof approach should be used as the common denominator.

The group selected is to be used as the basis for all questions on the common block both in this manual and on the survey form.

SEE DIAGRAM C1

SECTION C IS COMPLETED FOR **ALL FLATS** (REGARDLESS OF THEIR TYPE).

WHERE A BLOCK CONTAINS COMMON ACCESS SECTIONS M, N AND O SHOULD ALSO BE COMPLETED.

SECTION C IS **NOT** COMPLETED FOR HOUSES (ANY TYPE).

C1 IS THE DWELLING PART OF A COMMON BLOCK

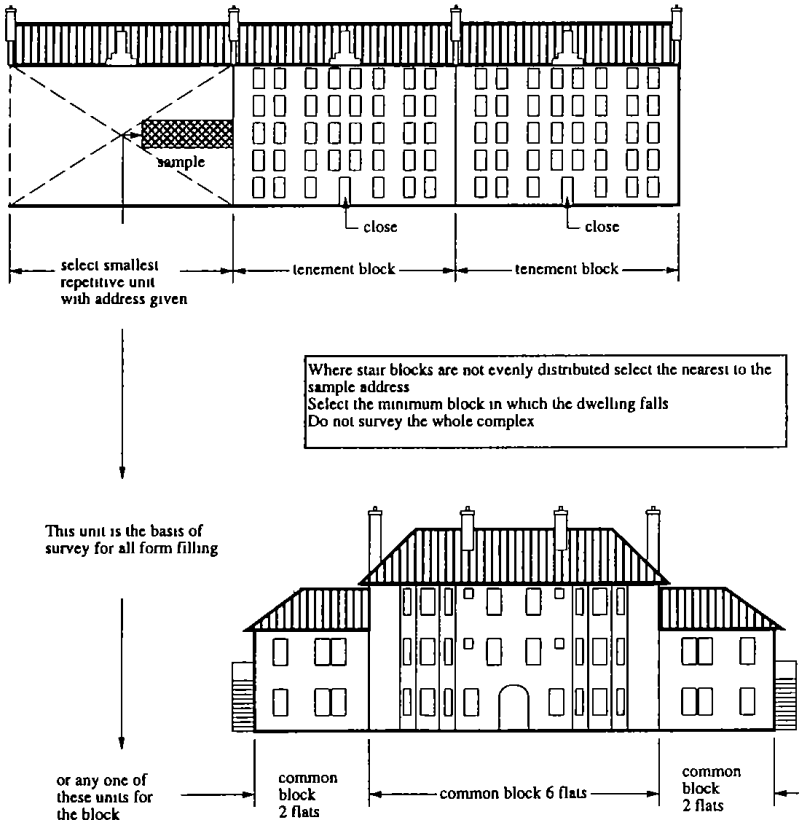
Code 1: YES

The dwelling is a flat in a common block as defined above - Complete Section C.

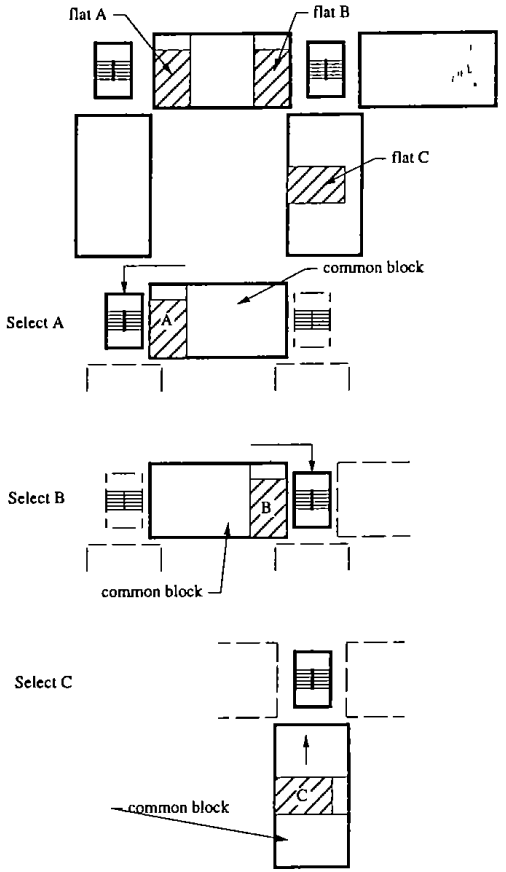
Code 2: NO

The dwelling is not a flat in a common block - ignore Section C and proceed to next Section (D).

Diagram C1 Common block


sample
close
close
select smallest repetitive unit with address given
tenement block
tenement block
Where stair blocks are not evenly distributed select the nearest to the sample address
Select the minimum block in which the dwelling falls
Do not survey the whole complex
This unit is the basis of survey for all form filling
or any one of these units for the block
common block 2 flats
common block 6 flats
common block 2 flats

Select common block for examples A B C



C2 TYPE OF COMMON BLOCK (OR CONVERTED DWELLING)

NOTE: These codes apply to both purpose built blocks, converted houses and other common structures.

Code 1: MID TERRACE

A common block situated in the middle of a row of three or more blocks, including blocks containing commercial premises etc. The block being surveyed will therefore have two party walls.

Code 2: END TERRACE

A common block situated at the end of a row of three or more blocks, commercial premises etc.

The block being surveyed will therefore only have one party wall.

Code 3: SEMI-DETACHED

A common block sharing one party wall with another block or commercial premises of a similar size.

These two Ablocks@, when taken together as a single unit, should be physically separate from other blocks excepting:

- tenuous physical connections, such as the Across attached@junctions; **DIAGRAM B1**.

- single storey non-habitable link blocks, such as stores and garages, which abut adjoining blocks

The above arrangements should not prevent a block being classified as semi-detached.

Code 4: DETACHED

A block that is free standing with no party walls. The surveyor should ideally be able to walk or see around the entire block. Where this is not possible and blocks almost connect there should be evidence of either:

- an air space; or of
- completely independent structures.

The following arrangement does not prevent a block being classified detached:

- single storey non-habitable link blocks, such as stores and garages, which abut adjoining blocks;

Code 5: CORNER

As mid-terrace (Code 1) but at a junction or turn physically linked to dwellings or commercial premises on either side.

C3 DOES THE COMMON BLOCK CONTAIN A NON-RESIDENTIAL USE

Common laundry facilities are not to be considered as a non-residential use.

Code 1: NO

The whole of the common block is in residential use. This includes associated domestic uses such as occupiers= facilities (such as an office or flat belonging to a concierge), residents= car parking and open pedestrian areas beneath blocks of flats.

Code 2: YES

There is a non-residential use somewhere in the common block. This may take the form of :

- shops;
- offices; or
- other commercial premises.

Code 9: UNOBTAINABLE

The surveyor should make every effort to determine whether there is any evidence of a non-residential use anywhere in the common block.

Unobtainable should only be recorded where the surveyor is prevented from gaining views of the whole block and where there is reasonable doubt regarding the presence of non-residential uses.

C4 IS THERE A DWELLING(S) OR PART DWELLING(S) IN THE ROOF

Located in the roof is taken to mean that the head of the external wall is **more than** 0.6 metres below the ceiling level of the room.

If the head of the external wall is **less than** 0.6 metres below the ceiling level of the room, the level is not considered to be in the roof.

Code 1: NO

There is no dwelling(s), or parts of a dwelling(s), located in the roof to the common block.

Code 2: YES

There is a dwelling(s), or parts of a dwelling(s), located in the roof to the common block. These may or may not include the selected dwelling.

Dwellings in a mansard or half mansard situation are to be included here.

Code 9: UNOBTAINABLE

The surveyor should make every effort to determine whether there is any evidence of a dwelling(s) located in the roof space, anywhere in the common block.

Unobtainable should only be recorded where the surveyor is prevented from gaining views of the whole block and where there is reasonable doubt regarding the presence of a dwelling(s) in the roof space.

C5 IS THERE A DWELLING(S) OR PART DWELLING(S) IN THE BASEMENT

SEE DIAGRAM C5

A basement is a storey which has its lowest floor level at least one metre below the adjacent street or general ground level.

Where a dwelling is on a sloping site, the surveyor should project an imaginary line between the ground level at the front and back (or left and right sides) of the common block. If the floor level, of the lowest floor in the common block, is over one metre below this imaginary line at the centre point of the common block then there is deemed to be a dwelling(s) or part Dwelling(s)in the basement.

Where a dwelling is protected by retaining walls, the lowest floor level is to be regarded as a basement level if it is more than one metre below any ground or street level and the retaining walls are within three metres of the edge of the floor. This definition of basement does not apply if a daylight angle of 45 degrees can be achieved to the edge of the lowest floor level.

Where the main entry to a dwelling occurs within a level which meets the SHCS definition of a basement then the entry level to that dwelling is recorded as basement level at B7 (as illustrated in the sloping site situation in Diagram C5).

Code 1: NO BASEMENT

Using the above definitions, the common block does not have a basement.

Code 2: NO DWELLING(S) OR PART DWELLING(S) IN BASEMENT

There is no dwelling(s), or parts of a dwelling(s), located in the basement of the common block.

Code 3: YES

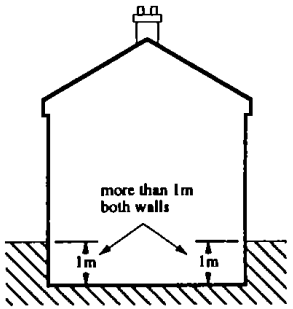
There is a dwelling(s), or parts of a dwelling(s), located in the basement to the common block. These may or may not include the selected dwelling.

Code 9: UNOBTAINABLE

The surveyor should make every effort to determine whether there is any evidence of a dwelling(s) located in the basement, anywhere in the common block.

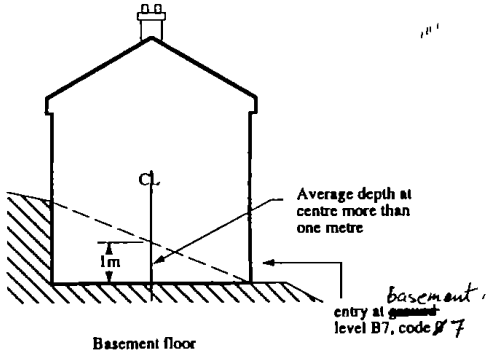
Unobtainable should only be recorded where the surveyor is prevented from gaining views of the whole block and where there is reasonable doubt regarding the presence of a dwelling(s) in the basement.

Diagram C5 Basement floor



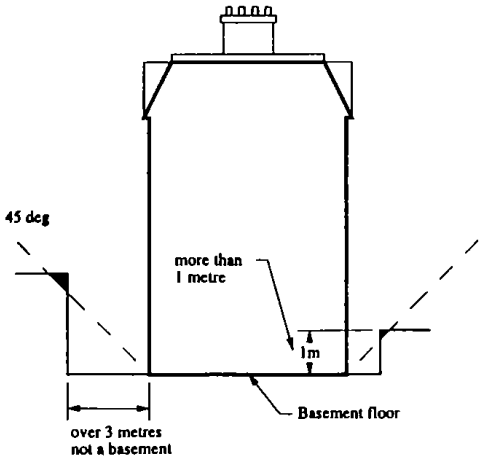
Basement floor

Cottages with floors below ground level

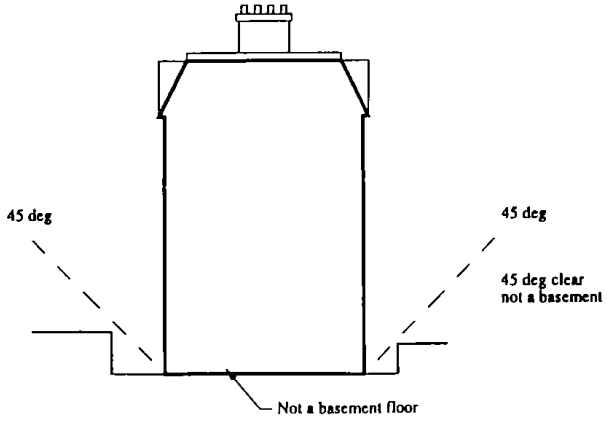


basement.

Basement floor



Blocks with floor below ground level



C6 - C8 NOTE

Use leading zeros when recording blocks with less than 100 dwellings or 10 storeys.

C6 NUMBER OF ACTUAL DWELLINGS IN COMMON BLOCK

SPECIFY: Specify here the actual number of dwellings in the common block. Do not adjust for other uses (shops, offices etc.) or voids in the common block.

Code 999: UNOBTAINABLE

C7 ESTIMATED EQUIVALENT NUMBER OF DWELLINGS IN THE COMMON BLOCK

SPECIFY: Specify here the number of dwellings, equivalent in size to the selected dwelling, that could be accommodated within the main shell of the common block.

The equivalent number of flats in the common block is required in order to allow the correct apportioning of costs between units.

Do not include in this estimate the area associated with:

- any ground floor commercial extensions at the front or rear;
- ground floors of blocks or towers designed to be open circulation space;
- flats belonging to the concierge;
- communal laundries.

Code 999: UNOBTAINABLE

C8 NUMBER OF STOREYS IN THE COMMON BLOCK

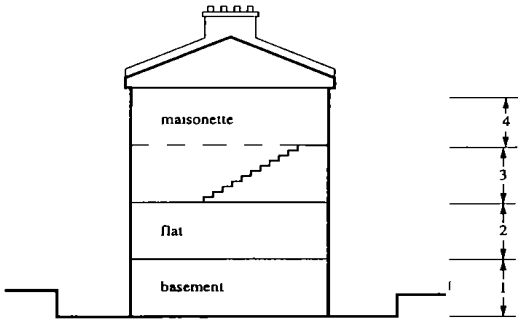
SEE DIAGRAM C8

SPECIFY: All habitable floors in the block are to be counted together with habitable basements, void floors at ground level and floors in commercial use.

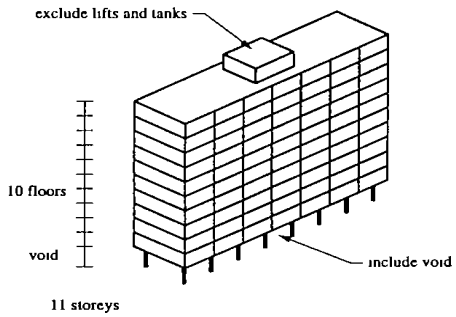
If the top floor is located in a roof (even if only in part use) count as a full storey. Where a common block has different roof levels count to the topmost storey.

Code 99: UNOBTAINABLE

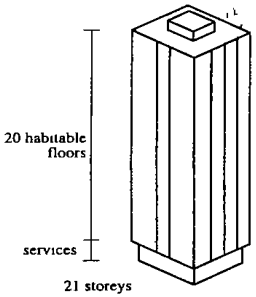
Diagram C8 Storeys in common block



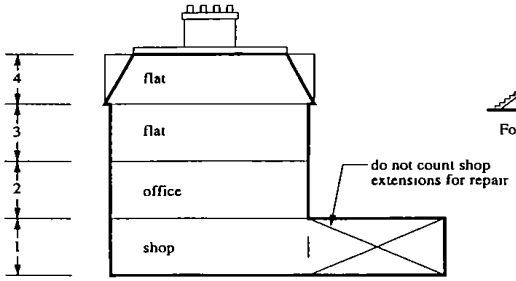
Four storey block code 04 — 4 storeys



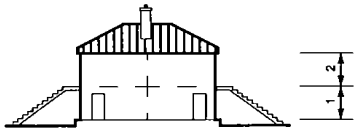
Slab block with piloti, code 11



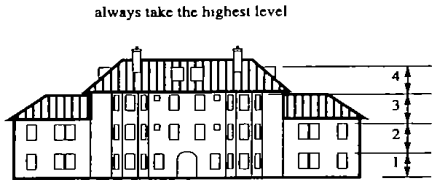
Tower block, code 21



Mixed use block - 4 storeys, code 04



Four in a block type, code 02



Converted villa four storeys, code 04

SECTION D - ACTION TO AREA AND ENVIRONMENT

This section is to be answered for the area immediately around the selected dwelling **of which it appears to be a part**. This requires the surveyor to create an imaginary boundary for this area and therefore the surveyor should look for distinct changes in:

land use (residential to commercial/industrial/agricultural);

dwelling types;

dwelling age;

dwelling density.

These changes can occur within a street or can be demarcated by streets.

Where the selected dwelling is in a rural area and where it is remote from other dwellings and infrastructure the surveyor should attempt to answer the questions in this section against the area visible from the selected dwelling and against the nearest public road leading to it.

Surveyors should note the characteristics of the area in their search for the selected dwelling.

D1 PREDOMINANT RESIDENTIAL TYPE

Code 1: TERRACED HOUSES

Most of the dwellings in the surrounding area are houses that form part of a terrace. See Codes 1,2 and 3 for B1 (Type of House).

Code 2: SEMI-DETACHED HOUSES

Most of the dwellings in the surrounding area are semi-detached houses.
See Code 4 for B1 (Type of House).

Code 3: DETACHED HOUSES

Most of the dwellings in the surrounding area are detached houses.
See Code 5 for B1 (Type of House).

Code 4: TENEMENTS

Most of the dwellings in the surrounding area are tenements.
See Code 1 for B2 (Type of Flat).

Code 5: LOW RISE

Most of the dwellings in the surrounding area are low rise flats.

Flats within this category are located in common blocks with up to four levels of flats or up to two levels of maisonettes. Low rise will therefore apply to:

- 4-in-a-block type flats (Code 2 for B2 (Type of Flat));
- slab blocks of up to four storeys (Code 3 for B2 (Type of Flat)); and
- conversions of up to four storeys (Code 4 for B2 (Type of Flat)).

Tenements (regardless of the number of storeys in the block) should not be noted here but should be recorded as Code 4.

Code 6: HIGH RISE

Most of the dwellings in the surrounding area are high rise flats (five storeys or above) .

Tenements (regardless of the number of storeys in the block) should not be noted here but should be recorded as Code 4.

Code 7: MIXED

Any combination of Codes 1-6 where there is no predominant grouping around the sampled dwelling.

Code 8: NON-RESIDENTIAL

The selected dwelling is located within an area where the predominant **land** use is non-residential.

This will occur mainly within commercial, industrial or rural areas where dwellings are not grouped together.

D2 IS THE DWELLING/BLOCK IN A SIMILAR CONDITION TO THOSE ADJACENT?

The surveyor should consider dwellings/blocks to either side, behind and opposite the selected dwelling.

Where the selected dwelling is a flat, surveyors should compare the common block containing the selected dwelling with adjacent blocks.

Code 1: YES

The selected dwelling, or common block of which the selected dwelling forms part, is in a similar state of repair to adjacent dwellings.

Code 2: NO, BETTER

The selected dwelling, or common block of which the selected dwelling forms part, is in a better state of repair than adjacent dwellings.

Code 3: NO, WORSE

The selected dwelling, or common block of which the selected dwelling forms part, is in a worse state of repair than adjacent dwellings.

Code 8: NO ADJACENT DWELLINGS

There are no dwellings or blocks adjacent to the selected dwelling.

This will only apply to isolated rural dwellings and those located within predominantly industrial or commercial areas.

NOTE: The descriptive notes in the answer boxes on the survey form associated with answer codes 2 and 3 are missing commas. They should read:

Code 2:	"no, better"	The dwelling/block is not in a similar condition to those adjacent - **it is better**.
Code 3:	"no, worse"	The dwelling/block is not in a similar condition to those adjacent - **it is worse**.

D3 EVIDENCE OF RESIDENTIAL BUILDING ACTIVITY

Code 1: NO ACTIVITY

The area does not exhibit signs of any building activity other than that associated with normal maintenance

Normal maintenance is taken to comprise activities such as:

- external paintwork;
- small roof repairs
  (replacement of missing slates/tiles or patching of flat roof);
- repointing and/or patching of render/harling;
- cleaning of gutters and downpipes;
- patch repairs to doors/windows or the replacement of a single window.

Code 2: REPAIRING OR IMPROVING

The area contains at least one dwelling (other than the selected dwelling) undergoing major repairs and/or improvements.

Major repairs and/or improvements comprise activities such as:

- the complete replacement of roof coverings;
- the replacement of areas of stone/brick and/or the rebuilding of walls (include garden walls);
- the rerendering/reharling of at least one whole wall of a dwelling/block;
- the installation of two or more replacement windows and/or doors;

Code 3: DEMOLISHING

Demolition work is being carried out in the area.

Code 4: DEVELOPING

Development work is being carried out in the area.

Development is taken to comprise activities such as:

- urban renewal;
- redevelopment/refurbishment;
- new build.

Code 5: MIXED ACTIVITY

A combination of building activities, such as those recorded by Codes 2-4, is being undertaken in the area of which the selected dwelling is part.

D4 PARKING PROVISION

The surveyor must attempt to establish the adequacy of the parking provision within the area. This is most easily established during evening or weekend visits.

When visits to an area take place at a time when it can be assumed that a large proportion of cars are away (daytime during the week) the surveyor should assume that there is one car associated with each dwelling and make an estimate on that basis.

.

Where off-street parking is available it should be assumed that it is used even if there is evidence to the contrary.

Inadequate parking provision will be indicated by:

- double parking;
- parking on single or double yellow lines;
- cars parked too near corners (within 3 metres);
- cars parked very close together;
- central parking;
- parking that impedes the flow of traffic or utilises adjacent footpaths or pavements due to restricted carriageways.

D5 - D10 NOTE

Questions D5 - D10 are included to record the Aflavour@ of the area in which the selected dwelling is located.

It is recognised that these questions are more subjective than those that apply to a dwelling or block. However, surveyors should record Area and Environment details using the following guidelines.

Code 1: NO REPAIRS/NONE

The element(s) does not have any disrepair/ the condition is not present.

Code 2: MINOR/SLIGHT

The element(s) show signs of minor disrepair or there is a small amount of the condition present.

This should be interpreted as one or two small, isolated, occurrences of the disrepair/condition that are atypical of the area as a whole.

Code 3: MEDIUM/MODERATE

The element(s) show signs of medium disrepair or there is a moderate amount of the condition present.

This should be interpreted as more than two small occurrences, or larger sized occurrences, of the disrepair/condition. This should be recorded when the disrepair /condition is not unusual to the area (although it is not widespread).

Code 4: MAJOR/SEVERE

The element(s) show signs of major disrepair or the condition is extremely poor within the area.

This should be recorded when the disrepair/condition is widespread and typical of the area.

D5 VACANT SITES

Within an urban area vacant sites are those that have not yet been developed and those that have the potential for redevelopment following demolition and clearance.

Areas that have been landscaped or otherwise modelled to allow, improve or encourage public access or amenity should be recorded at D6 (Public open space/play areas/ green space).

The identification of vacant sites in rural areas is a more difficult exercise. Surveyors should look for defined areas that are not being used for agricultural purposes (including those that are lying fallow).

When considering the condition of vacant sites the surveyor should look for:

- the adequacy and condition of measures taken to secure the site;
- uneven ground and/or dangerous conditions (including building rubble);
- neglected appearance/poorly kept;
- evidence that the area is used for the dumping of rubbish/old furniture/old cars etc.

D6 PUBLIC OPEN SPACE/PLAY AREAS/GREEN SPACE

When considering the condition of public open space/play areas/green space the surveyor should look for:

- the condition of play equipment, boundary walls, railings, gates etc.;
- uneven ground and/or dangerous conditions;
- neglected appearance/poorly kept;
- evidence that the area is used for the dumping of rubbish/old furniture/old cars etc.

D7 ROADS/PAVEMENTS/PUBLIC PATHWAYS

Car parking spaces should be included under this question.

Roads and pavements should be assessed whether or not they have been adopted by the local authority.

When considering the condition of roads/pavements/public pathways the surveyor should look for:

- the condition of surfaces (cracks, broken surfaces, uneven surfaces, settlement etc.)

- dangerous gradients to pavements or public pathways (this can be discounted if there is an adequate provision of handrails);

- the disposal of surface water.

D8 STREET LIGHTING

The surveyor should consider the condition of the street and/or carriageway lighting provided.

Surveyors must attempt to distinguish between street lighting and external lighting that is provided as part of the common access to a block. Lighting associated with the common access to a block should be recorded at N10 (Public Lighting to Common Areas).

The adequacy of the existing provision of street lighting, in terms of levels of illumination, is not to be considered.

When considering the condition of street lighting the surveyor should look for:

- lampposts that are leaning over or that are in an unstable condition;

- damage to the structure;

- missing access covers;

- damage to wiring/missing time clocks;

- missing/damaged lamp sections.

D9 LITTER/STREET CLEANLINESS

Litter is to be assessed upon its extent.

The surveyor=s assessment of litter should include:

- litter discarded carelessly;
- materials that have been poorly stored and which have been scattered by the wind;
- overflowing rubbish bins;
- overflowing/untidy bin stores;
- overflowing skips.

The surveyor=s assessment of street cleanliness should include

- staining to roads and pavements (oil, petrol, paint etc.);
- the results of Friday night excesses;
- dog excrement;
- Afly-tipping@/illegal dumping.

D10 GRAFFITI/VANDALISM

Graffiti is drawings or words, often obscene, scribbled or sprayed on walls or posters. Vandalism is the wanton or deliberate destruction of property.

Graffiti is to be assessed upon its extent rather than on its quality.

AOfficial@ murals, regardless of their content or art work, are not considered to be graffiti.

Vandalism should be assessed upon its extent and the level of inconvenience or danger that it presents to the public.

Illegal Aflyposting@/ billposting should be included here.

SECTIONS E, F, G, H & I

Sections E, F, G, H and I cover the internal inspection of all habitable rooms together with the kitchen, bathroom and hall in a house or flat. They record the location, use, state of repair and presence of defects on a room by room basis.

Repair scores and defects are to be recorded directly into the answer boxes which are arranged as vertical columns for each room.

Where there are **MORE than six rooms** (including the kitchen) in a dwelling, the surveyor should survey a selection that is representative in terms of condition of all the rooms in the dwelling. Surveyors should therefore not select all the best or all the worst rooms in a dwelling.

In dwellings with more than one level, the surveyor should select rooms for survey on each floor on a pro-rata basis. The total number of rooms in the dwelling is recorded elsewhere at I1.

Where there are **six rooms or LESS** (including the kitchen) in a dwelling the surveyor should complete the room answer boxes in a left to right sequence, starting with the solid line at the left of the sheet. This approach includes any "9"s (unobtainable) which can be included amongst rooms where access has been obtained. Any "8"s (no room) will therefore be grouped to the right hand side of the sheet and not interspersed amongst the occupied rooms or code "9"s..

Where the answer code for E1 (Room level) is either "8" (no room) or "9" (unobtainable) all answer boxes in that column from E2 down to and including G12 should be left blank.

NOTE: In dwellings with six rooms or less, Room R1 is the first room on the left of the ground floor after entering the dwelling.

In dwellings with more than six rooms, Room R1 is the first room, from the sample taken by the surveyor, that is arrived at during a clockwise "sweep" of the dwelling that starts with the first room on the left of the ground floor.

Rooms R2, R3, R4 and R5 are then identified by continuing this clockwise sweep of the dwelling and, where applicable, proceeding upstairs (where a new clockwise sweep is undertaken, again starting at the left).

SECTION E - records data on the type of rooms contained within the dwelling and the level on which they are located.

- **refer to side panels of the survey form for a shortened version of the manual descriptions.**

SECTION F - uses two digit answer codes to record levels of disrepair.

SECTION G - uses single digit answer codes to record the presence or absence of defects and the provision of heating, lighting and ventilation.

- **refer to side panels of the survey form for a shortened version of the manual descriptions.**

SECTION H - use two digit answer codes to record levels of disrepair to the whole dwelling.

NOTE: **For the purposes of this survey, a habitable room must have a floor area of at least 4.65 square metres and the ceiling height must be a minimum of 2 metres high for at least 50% of the minimum floor area (2.33 square metres).**

The room should also have some provision for some natural ventilation and lighting no matter how inadequate.

SECTION E - ROOM BY ROOM RECORD

E1 ROOM LEVEL

SEE DIAGRAM E1 - ROOM LEVEL

This question records the presence or absence of a room and its level relative to the dwelling entrance.

Code 0: ENTRY LEVEL

This is to be used for the level recorded at B7. Thus the **entrance door to the dwelling**, in the Hall (or in a room if no Hall), becomes the internal reference point. Rooms at the same level as the entrance door are also recorded code AO@.

Code 1: FIRST LEVEL

This category is to be used for all rooms one floor above the entrance door.

Code 2: SECOND LEVEL

This category is to be used for all rooms two floors above the entrance door.

Code 3: THIRD OR MORE

This category is to be used for rooms three or more floors above entrance door.

Code 7: BELOW ENTRY LEVEL

This category is to be used for rooms below the entrance door. This is normally, but is not always, a basement. Details of basements are recorded at C5 and I3.

An example of rooms located below the entrance door that are not located within a basement occurs in maisonettes that are entered at the upper level.

Code 8: NO ROOM

The dwelling does not have this number of rooms. This code should be used for boxes towards the right of the room by room repair grid.

The recording of an answer code "8" by the surveyor means that the answer code boxes in that column (E2 to G12 inclusive) should be left blank.

Code 9: **UNOBTAINABLE**

The room exists but the surveyor has been refused entry by the occupant and therefore a survey cannot be achieved within that part of the dwelling.

The recording of an answer code "9" by the surveyor means that the answer code boxes in that column (E2 to G12 inclusive) should be left blank.

NOTE: Rooms at intermediate levels (mezzanines) are to be recorded with the nearest principal floor. Where the intermediate floor is equidistant between two floors it should be recorded with the upper floor.

E2 ROOM TYPE

Use the following codes for the current use of each room. Where a room is not being used for domestic purposes at the time of the surveyor=s visit it should be recorded as if it was being used for its designed use.

Hall/Landing and Separate WC do not require an answer code at this question.

Code 1: Kitchen only

Code 2: living room

Code 3: other public room

Code 4: bedroom

Code 5: bath and WC

Code 6: bath only

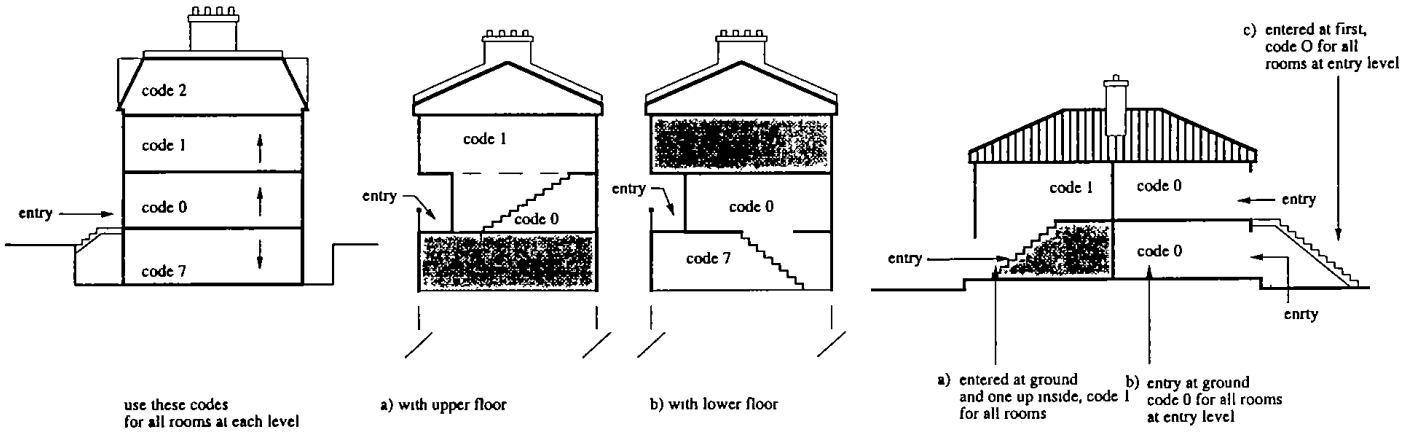
Code 7: WC only

NOTE: As the definitions used by SHCS 1996 require all dwellings to have a kitchen;

- Kitchen/Living rooms should be recorded under the heading AKitchen@ using codes 2 (living) or 3 (other public);
- Bedsits or Single Apartments should be recorded under the heading AKitchen@ using code 4 (bed).

Diagram E1 Room level

(note - all rooms relative to entry level as recorded at B7)



Town house

Cross-over maisonette off deck access

Four-in-a-block entry variations

SECTION F - REPAIRS ROOM BY ROOM

Section F records the presence of disrepair to six elements/groups of elements within a room on an area or lineal basis on the day of the survey (do not anticipate future disrepair). Any disrepair to an element, or group of elements, is to be considered by the surveyor in terms of a percentage of the total amount of that element present within the room being surveyed.

Therefore, where the room exists and is inspected, surveyors should code each answer box within Section F using a value from "00" - "10" to indicate the extent of repair or renewal required.

At a basic level, answer codes 01, 02, 03, 04, 05, 06, 07, 08, and 09 represent elements that have 10%, 20%, 30%, 40%, 50%, 60%, 70%, 80%, or 90% disrepair. However, these answer codes should also be treated as the mid points of bands of disrepair with plus or minus 5% from that mid point. Therefore:

Code "00" represents an element(s) in good repair requiring no remedial work or an element(s) that is assessed by the surveyor to require less than 5% repair or renewal.

Element(s) with less than 5% disrepair that may, in the surveyor=s opinion, represent a threat to the health, safety or well being of the occupants can be Aflagged@ by recording them as "01".

Code "01" covers repairs in the range 05% to less than 15%;
Code "02" covers repairs in the range 15% to less than 25%;

Code "08" covers repairs in the range 75% to less than 85%;
Code "09" covers repairs in the range 85% to less than 95%.
Code "10" represents disrepair requiring renewal of 95% or more.

NOTE Surveyors must undertake their assessment of each element in isolation. The surveyor must not take account of associated work to other elements. To illustrate this point, a room that has a serious failure of a floor structure which is recorded with "05" at F1, may have "00" recorded against F2 if there is no damage to the floor finish/skirtings. The computer program used by Scottish Homes to establish the cost of work has an in-built allowance for the cost of associated work and therefore recording associated work separately, where it is not justified in its own right, will result in an over-counting of costs.

The surveyor=s assessment of the area of the element in disrepair can either reflect one occurrence of a defect or the aggregate area of two or more defects.

No Room and Room Unobtainable (Codes 8 and 9) at E1 will result in the answer boxes in the columns (F1 - F6) under those codes being left blank.

Guidance on the assessment of repair is provided in Part 3, item 3.2.3.

F1 FLOOR STRUCTURE

Where the room has a suspended floor, the surveyor should assess the length of floor joist that will require to be replaced to remedy any disrepair. This assessment should take into account any cutting back necessary due to the effects of rot or infestation.

Where the room has a solid floor, the surveyor should assess the area of floor that will be required to be replaced to remedy any disrepair.

F2 FLOOR FINISH/SKIRTINGS

All proprietary finishes including timber, chipboard, concrete screed and tiles (rubber, plastic, ceramic etc.) physically fixed to the floor are to be regarded as floor finish.

Where skirtings are present they are taken to represent 10% of this category and disrepair of this component is assessed on a lineal basis. Therefore, the full replacement of the skirtings within a room, with no other disrepair to the floor finish, would be recorded as "01".

F3 WALL FINISH

Disrepair to wall finish within the room is assessed on an area basis.

F4 CEILING FINISH/CORNICE

Disrepair to the ceiling finish is assessed on an area basis.

Where a cornice is present it is taken to represent 10% of this category and disrepair of this component is assessed on a lineal basis. Therefore, the full replacement of the cornice within a room, with no other disrepair to the ceiling finish, would be recorded as "01".

Glazed panels in the ceiling should be assessed with F5 Doors and Frames. The assessment of the ceiling should discount the area associated with any such glazed panels.

Roof hatches should be taken as part of the ceiling

F5 DOORS AND FRAMES

Doors should be recorded with the room into which they swing, with the exception of doors that lead outside the dwelling (doors leading into a common circulation space or directly to the external environment are recorded in Section N (Repairs to Common Elements) or Section Q (External Repairs)).

The different components within ADoors and Frames@ have the following percentages of the whole attributed to them:

Door leaf	30%
Frame	50%
Ironmongery	20%

Therefore, the replacement of the whole of a door leaf will be recorded as "03" while the replacement of half the ironmongery will be recorded as "01". Elements must be assessed in isolation, the replacement of a door leaf does not automatically require the replacement of the ironmongery associated with it.

Fillets on top of doors resulting from slipped lintels are treated as disrepair.

Doors that require to be rehung should be recorded as "01".

F6 FIREPLACES AND FLUES

The different components within AFireplaces and Flues@ have the following percentages of the whole attributed to them:

Grate	20%
Hearth	30%
Fireback up to throat	40%
Surround	10%

The replacement of three-quarters of the fireback up to the throat will be recorded as "03", while the replacement of half the surround only represents 5% of the total value of this answer category and is therefore a borderline "01".

NOTE: Where a blocked up fireplace has been provided with a vent, it should be recorded as "88" (not applicable).

However, a blocked up fireplace has not been provided with a vent should be recorded as "01".

SECTION G - TYPES OF DEFECT/CONDITION

Section G records the presence or absence of defects in individual rooms. Where the same defect affects more than one room it should be recorded in each room that it is detected.

Certain questions in this section are linked in aggregate directly to the assessment of the dwelling=s condition relative to the Tolerable Standard (Section S). As such they should be used as *aide memoirs* when assessing the answers to Section S. The surveyor should merely record the presence or absence of the defect at this stage.

G3	-	relates to S1	(Is the dwelling structurally stable?)
G5, G6, G7 & G8	-	relates to S3	(Has the dwelling satisfactory provision for natural and artificial light, for ventilation and for heating?)
G9 & G10	-	relates to S2	(Is the dwelling substantially free from rising or penetrating damp?)

Refer to Section S and Part 3, item 3.2.1, for details of the tolerable standard

NOTE: Where the question attempts to record the degree of a defect/condition the surveyor=s assessment can either reflect one occurrence of that defect/condition or the aggregate area of two or more occurrences of that defect/condition.

No Room and Room Unobtainable, Codes 8 and 9, at E1 will result in the answer boxes in the columns (G1 - G12) under those codes being left blank.

G1 IS ACCESS TO ROOM SATISFACTORY?

Code 1: SATISFACTORY

The access to the room is satisfactory. Rooms which can be accessed from two points need only have satisfactory access from one point to comply (Code 1).

Code 2: THROUGH ANOTHER ROOM

Sole access to the room being surveyed is through a **PRIVATE** room (bedroom).

This arrangement is permissible in dwellings with only one bedroom where surveyors should record Code 1 (satisfactory).

Bathrooms located directly off living rooms are **NOT** to be recorded as having unsatisfactory access.

Code 3: INADEQUATE FIXED ACCESS

The sole access to the room is by means of:

- a staircase that is too steep (as a "rule of thumb" if it feels too steep it is to steep).
- too narrow,
- or which winds too tightly, to permit safe and easy access.

the current Building Standards include the following specifications relative to private stairs:

- max allowable riser 220mm
- min allowable going 225mm
- maximum pitch 42^0.
- the going 270mm in from the narrow end of winders must not be less than the going on the straight flights
- the narrowest point on a winder must not be less than 75mm.
- min allowable width 800mm, except when serving a single room and/or sanitary accommodation when the width can be 600mm.

These specifications have not changed substantially over recent years and therefore surveyors may refer to these criteria when assessing post 1960 dwellings.

- a staircase over 16 risers without an intermediate landing;
- a staircase that does not have landings at both its top and bottom;
- a staircase that does not have at least one hand rail along its full length;
- a circulation space that otherwise restricts access (<2m headroom etc.). Door openings should be assessed with the room to which they provide access.

Code 4: OFF WINDER

The sole access to the room is directly off the winders of a staircase. There is no landing/half landing or other platform immediately outside the door to this room.

G2 IS ARRANGEMENT OF ROOM OR AREA SATISFACTORY?

Code 1: SATISFACTORY

The arrangement of the room or area being surveyed is satisfactory.

Code 2: INADEQUATE SPACE

This category is intended mainly for kitchens which must have a floor area of at least 4 square metres.

Code 3: UNSUITABLE LAYOUT

The room or area being surveyed has an unsuitable layout that restricts its use or represents a hazard to the occupants.

The walls opposite each other within a kitchen must be a minimum of 2m apart.

Bathrooms must allow for a safe and satisfactory arrangement and use of fittings.

Code 4: SPACE AND LAYOUT

The room or area being surveyed suffers from both inadequate space and an unsuitable layout.

G3 IS ROOM STRUCTURALLY STABLE

The surveyor should inspect each room to see if it shows evidence of structural instability in the walls and/or ceiling and/or floor.

For the purposes of this question instability is required to be ongoing ie. the condition of the structure will deteriorate if no remedial measures are undertaken. Structural problems that happened in the past (evidence of which is still present) but which have now stabilised should not be recorded.

NOTE: A **single** failure against this question for any room will cause the whole dwelling to fail the Tolerable Standard and should be recorded with a Code 2 at S1.

G4 IS ROOM FREE FROM DRY/WET ROT

Surveyors should look for obvious signs of rot but are not expected to lift carpets or floorboards.

NOTE: **Where surveyors record the presence of dry or wet rot they should also record disrepair against the affected element.**

Where evidence remains of dry/wet rot that has since been successfully treated, the surveyor should not record the presence of dry/wet rot and should therefore use Code 1 (Yes - room is free of dry/wet rot).

G5 HAS ROOM SATISFACTORY PROVISION FOR NATURAL LIGHT?

Satisfactory natural light is taken to mean that there is sufficient natural light for ordinary domestic purposes in good weather conditions.

This should be satisfied by windows that are equal in size to at least 1/20th of the floor area of the room.

Where the window area meets this minimum size, but is not able to provide adequate daylight to the room due to the location of the window or the arrangement of the room the surveyor should use Code 2 (No - the room does not have satisfactory provision for natural light).

As a rough guide, the natural light available within the room can be deemed adequate if the surveyor is able to read the survey form (without the use of artificial light) while standing in the middle of the room when there is a good level of daylight outside.

NOTE: Surveyors must review the data recorded at this question (G5) in conjunction with that gathered at G6, G7 and G8 in their assessment of the condition of the dwelling relative to the Tolerable Standard. A declaration of BTS (Below Tolerable Standard)will require a majority of the rooms within a dwelling to fail on one or more of the criteria assessed by these questions.

G6 HAS ROOM SATISFACTORY PROVISION FOR ARTIFICIAL LIGHT?

The surveyor should record the presence or absence of a permanent source of artificial light within the room.

The source of artificial light does not have to be electric but should be safe.

NOTE: This question merely records the presence of an artificial light source not its condition (which is assessed on a whole dwelling basis at K12). Therefore an artificial light source may be in severe disrepair and incapable of working but still recorded here as present Code 1 (Yes- the room does have satisfactory provision for artificial light).

Surveyors must review the data recorded at this question (G6) in conjunction with that gathered at G5, G7 and G8 in their assessment of the condition of the dwelling relative to the Tolerable Standard. A declaration of BTS (Below Tolerable Standard)will require several of the rooms within a dwelling to fail on one or more of the criteria assessed by these questions.

G7 HAS ROOM SATISFACTORY PROVISION FOR VENTILATION?

Code 1: SATISFACTORY NATURAL

The room receives satisfactory ventilation from a window(s) and there is no mechanical system present.

An opening area within the window(s) equivalent to at least 1/40th of the floor area of the room is deemed to provide satisfactory natural ventilation to that room. Windows that are designed to open but which do not do so due to over-painting, or due to being nailed or screwed shut, should be assessed for the purposes of this question as originally manufactured.

Code 1 should be used where the ventilation requirement of the room is satisfied by an opening area within the window, whether or not a mechanical system is present.

Code 2: SATISFACTORY MECHANICAL

The presence of a mechanical ventilation system (irrespective of its condition) is deemed to provide adequate ventilation to a room.

Code 2 should only be used where a mechanical system is present and where there are no windows to the room or the windows present are not **designed** to open.

Code 3: SATISFACTORY VENTILATION FROM A COMBINATION

The room has a window(s) part of which opens to the outside (opening area not sufficient to satisfy ventilation requirement) **and** a mechanical ventilation system.

Code 4: UNSATISFACTORY/NONE

There is no mechanical ventilation system within the room **and:**

- there is no window; or
- there is no opening area within the window; or
- the opening area is less than 1/40th of the floor area of the room.

Surveyors must review the data recorded at this question (G7) in conjunction with that gathered at G5, G6 and G8 in their assessment of the condition of the dwelling relative to the Tolerable Standard. A declaration of BTS (Below Tolerable Standard)will require several of the rooms within a dwelling to fail on one or more of the criteria assessed by these questions.

G8 HAS ROOM SATISFACTORY PROVISION FOR HEATING?

Code 1: YES, CENTRAL HEATING

The room contains a heater that forms part of a heating system which operates with a central control unit. Individual heaters within a central heating system may or may not be capable of being controlled independently.

The extent of the central heating system within the dwelling is not to be considered here but is recorded at L2.

Code 2: YES, ROOM HEATER

The room contains a fixed room heater that is not part of a central heating system.

This can take the form of a gas, electric or solid fuel fired appliance.

Code 3: YES, SOCKET

The room contains a 13Amp or a 15 Amp power socket or a gas point.

5 Amp power sockets are not considered to be satisfactory.

Code 4: NO

The room does not contain any of the above forms of heating.

NOTE: Surveyors must review the data recorded at this question (G8) in conjunction with that gathered at G5, G6 and G7 in their assessment of the condition of the dwelling relative to the Tolerable Standard. A declaration of BTS (Below Tolerable Standard)will require several of the rooms within a dwelling to fail on one or more of the criteria assessed by these questions.

G9 IS ROOM FREE FROM RISING DAMP?

Surveyors must attempt to distinguish rising damp from condensation or penetrating damp.

Rising damp generally exhibits some or all of the following characteristics:

- wallpaper peeling away or bubbling/flaking paintwork at low levels;
- lifting floor tiles;
- discoloured patch on wall with a tide mark (can be as high as 1 metre above ground floor level) occurring at a sharp change from wet to dry.
- deterioration of plaster and leeching of salts above skirtings.

NOTE: Rising damp is caused by lack of a DPC, failure in a DPC or the bridging of a DPC. Where rising damp is recorded the surveyor should take this into account in their assessment of Q12 (External Repairs - DPC).

Where evidence remains of rising damp from a defect that has since been corrected, the surveyor should not record the presence of rising damp and should therefore use Code 1 (Yes - room is free of rising damp).

Code 1: YES

The room does not show any signs of rising damp

Code 2: NO, SLIGHT

The room has rising damp affecting up to half of one wall, or the equivalent of half of one wall where there are two or more occurrences.

Where the rising damp affects approximately half of one wall, and where it is significantly higher than 300mm above floor level for the greater part of its occurrence, surveyors may use their discretion and use Code 3 (moderate) if they think it to be appropriate.

Code 3: **NO, MODERATE**

The room has rising damp affecting between half of one wall length and two wall lengths, or equivalent, where there are two or more occurrences.

Where the rising damp affects approximately two wall lengths, and where it is significantly higher than 300mm above floor level for the greater part of its occurrence, surveyors may use their discretion and use Code 4 (severe) if they think it to be appropriate.

Code 4: **NO, SEVERE**

The room has rising damp affecting more than half of its total wall length.

G10 IS ROOM FREE FROM PENETRATING DAMP?

Penetrating damp is usually the result of a defect in the building fabric. The surveyor should note the occurrence of penetrating damp and use it as evidence in their inspection of the exterior of the dwelling/block.

Penetrating damp can occur:

- around windows (poor seal, damaged putty);
- around doors (poor seal);
- on ceilings (missing or cracked roof tile/slate, fault in flat roof, poor flashings, defective gutters or down pipes);
- on walls (bridged wall ties, poor brickwork, poor rendering);
- on chimney breasts (slipped brick in unused (uncapped) flues or cracked haunching).

G10 includes Traumatic Damp - damp from a source within the dwelling or an adjacent dwelling. This will normally occur due to leaking pipes, drains, tanks or radiators.

NOTE: **Where evidence remains of penetrating or traumatic damp from a defect that has since been corrected, the surveyor should not record the presence of penetrating damp and should therefore use Code 1 (Yes - room is free of penetrating damp).**

Code 1: **YES**

The room does not show any signs of penetrating damp.

Code 2: **NO, SLIGHT**

One or two, small patches of penetrating damp, up to Ahand size@.

Code 3: **NO, MODERATE**

More than two Ahand sized@ patches or larger patches of penetrating damp which may aggregate up to the equivalent of half of one wall and/or half of the ceiling.

Moderate penetrating damp will cause wall paper to come off the wall and paintwork to blister.

Code 4: **NO, SEVERE**

More than half of one wall (or equivalent area) and/or more than half of the ceiling is affected by penetrating damp.

Severe penetrating damp may cause plaster to break down and to lose its key and/or plasterboard to bulge due to ingress of water.

G11 IS ROOM FREE FROM CONDENSATION?

The surveyor may ask the occupant about condensation.

Condensation can occur intermittently and therefore an affected dwelling may be dry at the time of the surveyor=s visit. The surveyor should prompt the occupant by asking if condensation occurs on walls or windows.

Code 1: **YES**

The room does not show any signs of condensation.

Code 2: **NO, SLIGHT**

Slight condensation comprises minor spotting on windows and surrounding areas.

Code 3: **NO, MODERATE**

More than two patches, Ahand-sized@ or larger, of condensation which may aggregate up to the equivalent of half of one wall.

Code 4: **NO, SEVERE**

More than half of one wall (or equivalent area) shows evidence of condensation

G12 IS ROOM FREE FROM MOULD?

The surveyor may ask the occupant about mould.

Mould growth can occur intermittently and therefore an affected dwelling may be clean and dry at the time of the surveyor=s visit. The surveyor should prompt the occupant by asking if mould growth has damaged:

- clothing;
- bedding;
- carpets; and/or
- furniture.

NOTE: Mould can be attributed to either condensation or damp. Therefore, a surveyor should only record the presence of mould (Codes 2, 3 & 4) if either G10 and/or G11 have also recorded the presence of those conditions (penetrating damp and condensation).

Code 1: **YES**

The room does not show any signs of mould growth and the occupant has not told the surveyor of the occurrence of mould in the room at other times.

Code 2: NO, SLIGHT

Slight mould growth can be described as inconvenient but tolerable.

Slight mould growth comprises:

- some mould growth on window ledges; and/or
- some mould growth behind stationary items such as beds and furniture; and/or
- small spots of mould on windows and surrounding wall area; and/or
- patches behind cisterns or at the back of cupboards smaller than Ahand-size@.

Code 3: NO, MODERATE

Moderate mould growth will cause discomfort to the occupants.

This condition is persistent and will necessitate redecoration at the end of each heating season.

Moderate mould growth comprises:

- Ahand-sized@ patches on walls and ceilings; and/or
- traces of mildew on soft furnishings and stored clothing.

Code 4: NO, SEVERE

Severe mould growth constitutes a health hazard and causes distress to occupiers.

This condition will necessitate redecoration both during and at the end of each heating season.

Severe mould growth comprises:

- large areas of black mould growth on walls and/or ceilings; and/or
- heavy mildew on soft furnishings and stored clothing.

SECTION H - REPAIRS TO WHOLE DWELLING

This section is to be completed on a whole dwelling basis and records data on the **STRUCTURAL** aspects of these components. The plaster and finishes to walls (H1 and H2) are recorded on a room by room basis at F3 (wall finish).

Section H records the presence of disrepair to three elements within the dwelling on the day of the survey (do not anticipate future disrepair). Any disrepair to an element, or group of elements, is to be considered by the surveyor in terms of a percentage of the total amount of that element present within the whole dwelling.

At a basic level, answer codes 01, 02, 03, 04, 05, 06, 07, 08, and 09 represent elements that have 10%, 20%, 30%, 40%, 50%, 60%, 70%, 80%, or 90% disrepair. However, these answer codes should also be treated as the mid points of bands of disrepair with plus or minus 5% from that mid point. Therefore:

Code "00" represents an element(s) in good repair requiring no remedial work or an element(s) that is assessed by the surveyor to require 4% or less repair or renewal.

Element(s) with less than 5% disrepair that may, in the surveyor=s opinion, represent a threat to the health, safety or well being of the occupants can be Aflagged@ by recording them as "01".

Code "01" covers repairs in the range 05% to less than 15%;
Code "02" covers repairs in the range 15% to less than 25%;

Code "08" covers repairs in the range 75% to less than 85%;
Code "09" covers repairs in the range 85% to less than 95%.

Code "10" represents disrepair requiring renewal of 95% or more.

NOTE: Guidance on the assessment of repair is provided in Part 3, item 3.2.3 and on Diagram Q1-Q18 (selecting viewpoints).

H1 INTERNAL WALLS/PARTITION(S)

This question refers to the structural element of those walls that separate rooms and passages within the dwelling itself.

H2 PARTY WALL(S)

This question refers to walls that separate the selected dwelling from:

- other dwellings;
- from common stairs and passageways; and
- from other uses.

NOTE: The renewal score for the two party walls in a mid-terrace dwelling is "10"; therefore each wall has a total renewal score of "05".

The total renewal score for the party wall in an end-terrace or semi-detached dwelling is "10". The computer program adjusts for dwelling type.

H3 STAIRCASE(S)

This question refers to any staircases located inside a dwelling.

All flights are to be assessed together as a single installation.

The different components of a staircase have the following percentages of the whole attributed to them:

Risers and goings	50%
Stringers	30%
Handrails	20%.

Therefore, the replacement of about half of the risers and goings in a staircase will be recorded as a "02" or "03". Disrepair of less than 5% **that represents a danger to the occupants** should be "flagged" by recording it as "01".

If both H3 (internal) and Q18 (external) are used for a A4-in-a-block type@ or a Aconversion@ it is assumed that there are two short flights, one inside and one outside the dwelling.

SECTION I ROOMS/FLOORS SUMMARY

I1 TOTAL NUMBER OF HABITABLE ROOMS PLUS KITCHEN

SPECIFY: The surveyor should record the **total** number of rooms within the dwelling that were designed to form part of the living accommodation. This definition includes all habitable rooms in the dwelling (not just those sampled at E1 in dwellings where the total exceeds six) including :

- living rooms;
- dual purpose rooms eg:
  - living-dining;
  - kitchen-dining;
  - living-kitchen-bedroom (bedsit) etc.
- bedrooms; and
- kitchens or kitchenettes.

Rooms intended to fulfill any of the above uses (whether by original design or by conversion) are to be included in the number recorded by the surveyor, whether or not they are currently put to that use, provided that they meet the SHCS definition of a habitable room (a floor area of at least 4.65m^2 and a minimum ceiling height of 2 metres over at least 50% of the floor area).

The surveyor should **NOT** include the following room types in their assessment:

- conservatories;
- bathrooms and toilets;
- storerooms, closets, cupboards or recesses;
- utility rooms;
- sculleries that are no longer used for cooking; or
- halls or landings.

Code 99: this code should be used where the surveyor=s access is restricted, preventing an assessment of the total number of rooms.

NOTE: Use a leading zero for numbers less than 10, eg. 05 for 5 rooms.

Refer to Part 3, item 3.1.2, for a further definition of a habitable room.

I2 NUMBER OF HABITABLE FLOORS IN THE DWELLING

SEE DIAGRAM I2

SPECIFY: The surveyor should record the total number of floors in the dwelling that contain rooms recorded at I1.

NOTE: Habitable basements are to be assessed as a whole (one) habitable floor within the dwelling.

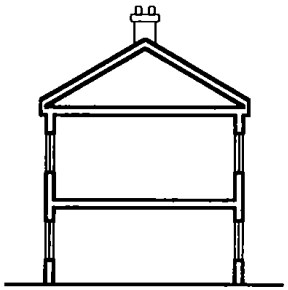
Mezzanine levels should be considered as part of the nearest floor level and should not be counted as a separate level.

Dwellings where top floor rooms are located in the roof space are to be recorded as a half floor. Located in the roof space is taken to mean that the head of the external wall is **more than** 0.6 metres below the horizontal ceiling level of the room. Dwellings with such an arrangement will therefore be recorded as 0.5, 1.5, 2.5 floors etc.

If the head of the external wall is **less than** 0.6 metres below the horizontal ceiling level of the room, the top level should be recorded as a whole (one) level. Dwellings with such an arrangement will therefore be recorded as 1.0, 2.0, 3.0 floors etc.

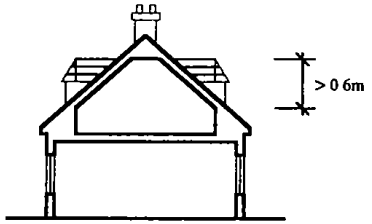
Maisonettes where both levels are contained wholly within the roof space should be recorded as having 1.0 habitable floors (0.5 + 0.5).

Diagram I2 Number of Habitable floors in dwelling

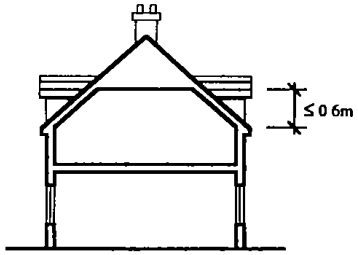


Two storey house

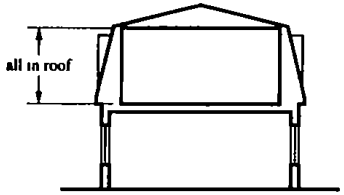
2 0 habitable floors in dwelling



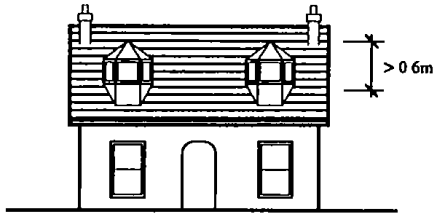
1 5 habitable floors in dwelling



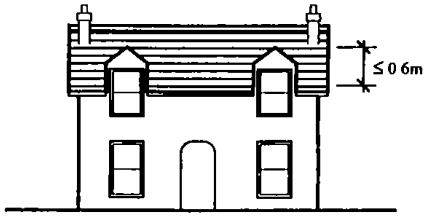
2 0 habitable floors in dwelling



1 5 habitable floors in dwelling



1 5 habitable floors in dwelling



2 0 habitable floors in dwelling

I3 NUMBER OF HABITABLE ROOMS IN THE BASEMENT

SEE DIAGRAM I3

SPECIFY: A basement is a storey which has its lowest floor level at least one metre below the adjacent street or general ground level.

Where a dwelling is on a sloping site, the surveyor should project an imaginary line between the ground level at the front and back (or left and right sides) of the dwelling. If the floor level, of the lowest floor in the dwelling, is over one metre below this imaginary line at the centre point of the dwelling then that level is deemed to be a basement level.

Where a dwelling is protected by retaining walls, the lowest floor is to be regarded as a basement level if it is more than one metre below any ground or street level and the retaining walls are within three metres of the edge of the floor.

This definition of basement does not apply if a daylight angle of 45 degrees can be achieved to the edge of the lowest floor level.

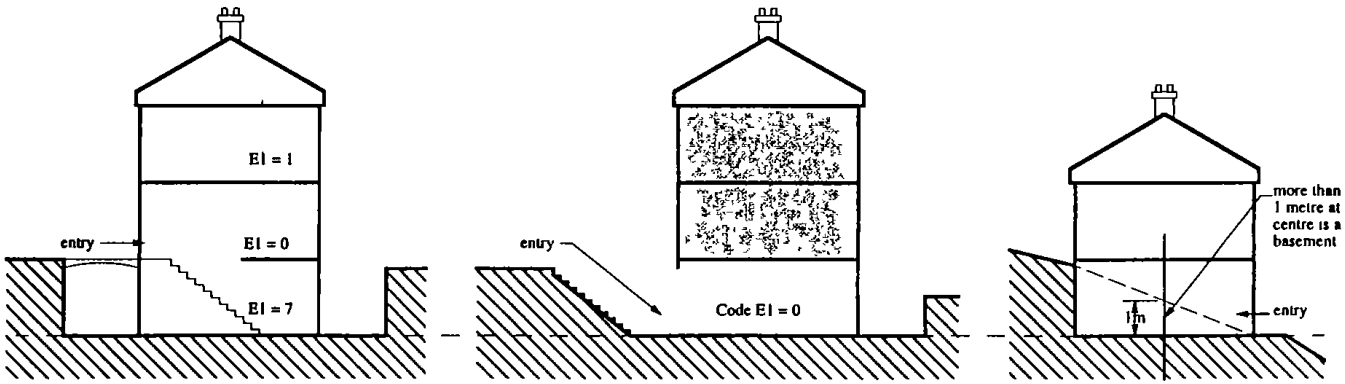
NOTE: This definition includes all habitable rooms in the dwelling (not just those sampled at E1 in dwellings where the total exceeds six).

Use a leading zero for numbers less than 10, eg. 05 for 5 rooms.

Code 88: NO BASEMENT

Code 99: UNOBTAINABLE

Diagram I3 Basement rooms



B7 = 0, entry at ground level

EI = 7, basement below entry

I3 = count all rooms at the basement level

B7 = 7, entry at basement level

EI = 0, basement at entry

I3 = count all rooms in the basement flat

B7 = 7, entry at basement level

EI = 0, basement at entry level

I3 = count all rooms at entry as basement level

I4 DOES DWELLING CONTAIN A NON-RESIDENTIAL USE?

This question is intended to identify dwellings that contain a non-residential use that cannot be separated from the residential part of the dwelling for the purposes of this survey.

Code 1: NO

The dwelling does not contain a non-residential use.

Where the address issued contains a non-residential use and a self-contained dwelling the surveyor should use Code 1.

Code 2: YES

The following list contains examples of dwellings that should be recorded as having a non-residential use:

- dwellings containing shops;
- dwellings containing rooms used as offices;
- dwellings containing other commercial premises;
- dwellings that are used, either full-time or seasonally, for >bed and breakfast= accommodation;
- dwellings where a room is used as an office for a professional service;
- dwellings where a catering business is operated from the kitchen.

NOTE: Dwellings that provide >permanent= bed and breakfast type accommodation to persons with no other home should be recorded using Code 1.

For dwellings containing a non-residential use, the surveyor should assess the rooms given over to that non-residential use as if they were dwelling rooms.

I5 IS THE INTERNAL CIRCULATION BARRIER FREE?

The term >Barrier Free= is taken to mean that a person in a wheelchair, or using a walking aid (Zimmer Frame etc.) can:

- pass through an entrance door to the dwelling.

  This entrance door need not be the front door to the dwelling, but should be the same door recorded at B8 for houses and flats without common access.

- gain access to a
  - living room;
  - bedroom;
  - kitchen; and
  - bathroom (must contain WC, wash hand basin, bath or shower)

To achieve this level of access within the dwelling:

- passages must be at least 900mm wide.

  This width must be free of obstruction from radiators etc;

- doors must be at least 750mm wide.

NOTE: Wheelchair users find it extremely difficult to turn 90 degrees (a right angle) in a 900mm wide passageway to enter a 750mm wide door.

Therefore to be able to enter rooms that require a 90 degree turn:

- the passageway must widen to at least 1200mm opposite 750mm wide doors; or

- the door to the room must be at least 900mm wide.

These criteria must be satisfied by the access to all of the rooms listed above, not necessarily all of the rooms contained within the dwelling, to be recorded using Code 2 (internal circulation to dwelling is Barrier Free).

Surveyors are not to consider the potential use of a stair lift or other physical conversion of the dwelling. However, surveyors may consider redesignating rooms from their current use in order to comply with the above requirements.

I6 APPROXIMATE AREA OF DWELLING

SEE DIAGRAM I6 - AREA OF DWELLING

The surveyor should record the approximate internal area of the dwelling by pacing out the overall dimensions and (allowing for adjustments) calculating the area of the rectangular equivalent.

The surveyor should include all rooms (on all floors of the dwelling) recorded at I1 whether or not they were inspected at E1.

Diagram I6 provides areas/answer Codes from dimensions in metres.

Code 1: BELOW 50 SQUARE METRES

Code 2: 50 SQUARE METRES TO 69 SQUARE METRES

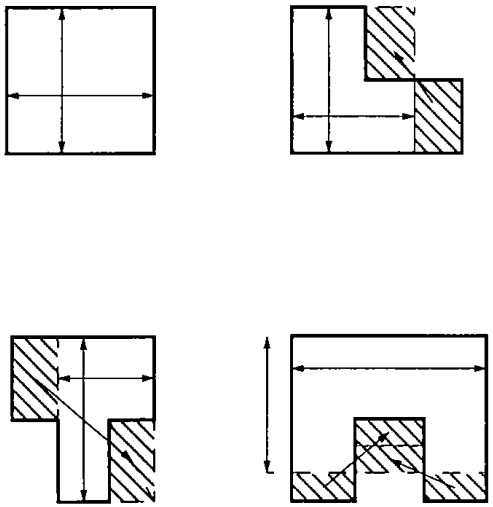
Code 3: 70 SQUARE METRES TO 89 SQUARE METRES

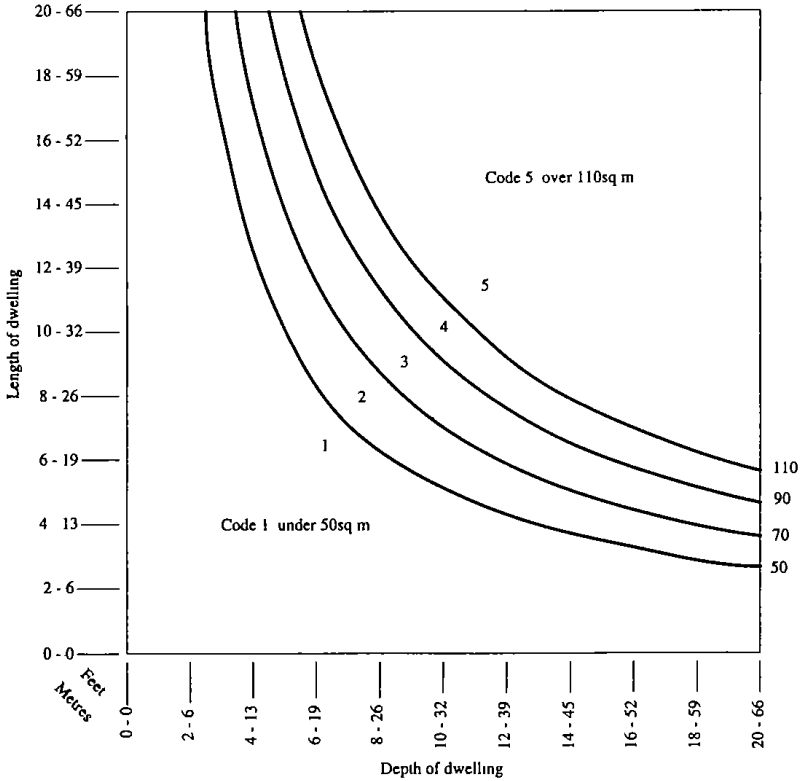
Code 4: 90 SQUARE METRES TO 110 SQUARE METRES

Code 5: OVER 110 SQUARE METRES

Diagram I6 Area of dwelling

Take approximate inside dimensions
adjust for storeys and non-rectangles





SECTION J AMENITIES

J1 - J6 These questions are to be answered with regard to amenities for the exclusive use of the occupants of the dwelling.

For the purposes of these questions, it is not important if the occupants are members of the same household.

Where two, or more, internal and exclusive amenities are present within a dwelling the surveyor should assess the amenity in the best state of repair.

J1 WHERE IS THE BATHROOM LOCATED?

A bathroom is a separate room containing a fixed bath or shower permanently connected to the hot and cold water supply and to a waste water system.

This question considers the location of the bathroom not the suitability of the access to it which is recorded at G1.

Code 1: IN DWELLING

The bathroom is located within the dwelling.

Code 2: IN BUILDING

The bathroom is for the exclusive use of the occupants of the dwelling and is located outside the dwelling, but inside the building (under the main roof).

This will usually take the form of a bathroom located on a common landing or in a back porch.

Code 3: OUTSIDE

The bathroom is for the exclusive use of the occupants of the dwelling and is entered from the outside, via the open air.

The bathroom can be either attached or detached from the dwelling or the block.

Code 4: SHARED BATHROOM

The bathroom is shared with another dwelling.

NOTE: Where the bathroom associated with a dwelling is shared with another dwelling(s) its location is not important and it should be recorded with Code 4. Therefore surveyors should establish that a bathroom is not shared before considering its location.

Bathrooms shared with another dwelling are not to be assessed for repair at J10 and J11.

Code 8: NO BATHROOM

There is no bathroom present, either inside or outside the dwelling.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if a bathroom is present.

J2 IS THE SHORTEST DIMENSION OF THE BATHROOM COMPARTMENT...?

The purpose of this question is to determine the suitability of the bathroom compartment for use by someone confined to a wheelchair.

This question addresses the size of the bathroom **not** the existing arrangement of amenities within it.

Code 1: LESS THAN (<) 2100mm

The shortest dimension of the bathroom compartment is less than 2100mm.

The bathroom is too restricted for a wheelchair user to access.

Code 2: GREATER OR EQUAL TO (>=) 2100mm

The shortest dimension of the bathroom compartment is greater than, or equal to, 2100mm **but** less than 2400mm.

The bathroom allows access to wheelchair users but imposes some restrictions upon their use of it.

Code 3: GREATER OR EQUAL TO (>=) 2400mm

The shortest dimension of the bathroom compartment is greater than, or equal to, 2400mm.

The bathroom allows access and full use to wheelchair users.

This assumes that fittings can be adapted for the needs of the user.

Code 8: NO BATHROOM

There is no bathroom present.

Code 9: UNOBTAINABLE

The surveyor is unable to establish if a bathroom is present either inside or outside the dwelling.

J3 WHERE IS THE WC LOCATED?

A WC (water closet) is taken to mean a flush toilet discharging into a:

- main sewer;
- septic tank; or
- cesspool.

It does **not** for the purposes of this survey include chemical or earth closets.

This question is concerned with the provision of a WC (either in a separate compartment or within a bathroom - recorded at E1)

This question considers the location of the WC not the suitability of the access to it which is recorded at G1.

Code 1: IN BATHROOM

The WC is located inside the bathroom compartment, within the dwelling.

Code 2: IN DWELLING

The WC is located in a separate compartment, within the dwelling.

Code 3: IN BUILDING

The WC is for the exclusive use of the occupants of the dwelling and is located outside the dwelling, but inside the building (under the main roof).

The WC may be located within a bathroom or within a separate compartment.

This will usually take the form of a WC located on a common landing or in a back porch.

Code 4: OUTSIDE

The WC is for the exclusive use of the occupants of the dwelling and is entered from the outside, via the open air.

The WC can be either attached or detached from the dwelling or the block.

Code 5: SHARED WC

The WC is shared with another dwelling. The location of the WC is not important in this situation.

NOTE: WCs shared with another dwelling are not to be assessed for repair at J10 and J11.

Code 8: NO WC

There is no WC present.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if a WC is present.

J4 IS THERE A SEPARATE WC COMPARTMENT, WITHIN THE DWELLING, SUITABLE FOR USE BY A WHEELCHAIR USER?

NOTE: For the purposes of this question, an en-suite amenity may be assessed whether or not it is the only W.C. compartment in the dwelling.

Code 1: NO SEPARATE WC COMPARTMENT

The dwelling does not contain a separate WC compartment.

Code 2: NO, TOO SMALL

The dwelling has a separate WC compartment but it is smaller than 1500mm by 1800mm.

Code 3: YES 1500 BY 1800 MINIMUM

The dwelling has a separate WC compartment that is at least 1500mm by 1800mm

Code 9: UNOBTAINABLE

The surveyor is unable to determine if a separate WC is present within the dwelling.

J5 IS THE MAIN WC LOCATED DIRECTLY OFF THE KITCHEN?

This question is included to allow an assessment of the implications of a change to the Tolerable Standard.

While surveyors must make their assessment of the dwelling against the revised Tolerable Standard (Section S), this question will allow the level of BTS to be calculated under the previous definitions.

NOTE: This question must be directed to the main WC in the dwelling. The location of second WCs is not to be considered here.

Code 1: NO

The main WC is not located directly off the kitchen.

The main WC is entered from the kitchen **but** not directly, as there is an intervening space. It is not necessary for this space to be ventilated.

Code 2: YES

The main WC is located directly off the kitchen with no intervening space.

Code 8: NO WC

There is no WC located within the dwelling.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if there is a WC present within the dwelling.

J6 IS WASH-HAND BASIN ASSOCIATED WITH MAIN WC LOCATED WITH...?

NOTE: Where a dwelling contains more than one wash-hand basin the surveyor should answer this question relative to the wash-hand basin most likely associated with the use of the main WC.

Surveyors must answer this question for wash hand basins only, the kitchen sink is not to be recorded here.

Code 1: WC

The wash-hand basin associated with the use of the main WC is located in the compartment (bathroom or separate WC compartment) containing the main WC.

Code 2: ELSEWHERE

The wash-hand basin associated with the use of the main WC is **not** located in the compartment (bathroom or separate WC compartment) containing the main WC but is located elsewhere within the dwelling.

Code 3: NO WASH HAND BASIN

There is no wash-hand basin within the dwelling.

Code 8: NO WC

There is no WC within the dwelling.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if there is a WC present within the dwelling.

J7 - J14 The amenities recorded by questions J7 - J14 must be located inside the dwelling for the exclusive use of the occupants, otherwise use Code 8 (no amenity).

NOTE: Surveyors should assess the extent of any disrepair to the amenities in questions J7-J14 as a percentage of the total cost of that amenity.

Surveyors should record disrepair that represents more than 5% of the cost of an amenity using:

- Code 2 (minor repairs - 5% to less than 25% disrepair equivalent to the total cost of the amenity);

- Code 3 (medium repairs - 25% to less than 60% disrepair equivalent to the total cost of the amenity); or

- Code 4 (renew - 60-100% disrepair equivalent to the total cost of the amenity).

Element(s) with less than 5% disrepair can be Aflagged@ by recording them as Code 2 if, in the surveyor=s opinion, they:

- represent a threat to the health or well being of the occupants; or

- will cause further deterioration to the interior fabric of the dwelling if left unattended.

J7 WC

Surveyors should consider all parts of the WC and its associated plumbing in their assessment, including the:

- cistern, supply pipe and overflow; "3" Medium Repair

- pan; "3" Medium Repair

- seat; "2" Minor Repair

- ballcock. "2" Minor Repair

.

J8 WASH-HAND BASIN

Surveyors should consider the following parts of the wash-hand basin;

-	basin;	"3" Medium Repair
-	one tap;	"2" Minor Repair
-	two (or more) taps	"3" Medium Repair
-	waste pipe;	"2" Minor Repair
-	plug and chain.	"2" Minor Repair

NOTE: The hot and cold supply to the wash-hand basin is assessed separately and is recorded at J9.

J9 HOT AND COLD TO WASH-HAND BASIN

Surveyors should consider both the hot and cold supply pipes to the wash-hand basin but **not** the taps, which are recorded at J8.

NOTE: Provision must be available (though not necessarily in working order) of both hot and cold water supplies. The provision of only one (or no) supplies must be recorded with Code 8 (no amenity).

An instantaneous water heater of **at least 7 litres capacity** is deemed to be acceptable for the purposes of this question.

J10 FIXED BATH/SHOWER IN BATHROOM

Surveyors should consider all parts of the fixed bath/shower including;

-	bath or shower tray/cubicle;	"3" Medium Repair
-	bath panel or shower screen/curtain;	"2" Minor Repair
-	one tap;	"2" Minor Repair
-	two (or more) taps	"3" Medium Repair
-	overflow and waste pipe;	"2" Minor Repair
-	plug and chain.	"2" Minor Repair

J11 HOT AND COLD TO BATH/SHOWER

Surveyors should consider both the hot and cold supply pipes to the bath/shower but **not** the taps, which are recorded at J10.

NOTE: Provision must be available (though not necessarily in working order) of both hot and cold water supplies. The provision of only one (or no) supplies must be recorded with Code 8 (no amenity).

An instantaneous water heater is deemed to be acceptable for the purposes of this question.

J12 SINK

Surveyors should consider all parts of the sink including;

-	the sink bowl/drainer;	"3" Medium Repair
-	one tap;	"2" Minor Repair
-	two (or more) taps	"3" Medium Repair
-	overflow and waste pipe;	"2" Minor Repair
-	plug and chain.	"2" Minor Repair

NOTE: Sink unit Acarcasses@ are not to be considered here, but are recorded at J14.

J13 HOT AND COLD TO SINK

Surveyors should consider both the hot and cold supply pipes to the sink but **not** the taps, which are recorded at J12.

NOTE: Provision must be available (though not necessarily in working order) of both hot and cold water supplies. The provision of only one (or no) supplies must be recorded with Code 8 (no amenity).

An instantaneous water heater/geyser is deemed to be acceptable for the purposes of this question but it must have **at least 7 litres capacity**.

J14 KITCHEN STORAGE AND WORKTOPS

Surveyors should consider all parts of the kitchen storage and worktops including;

- kitchen unit carcasses; (30% of unit cost)
- doors/drawers; (30% of unit cost)
- ironmongery and; (10% of unit cost)
- work surfaces. (30% of unit cost).

J15 IS THE AREA IN FRONT OF ALL KITCHEN WORKTOPS AND FITTINGS...?

The purpose of this question is to assess the usability of the kitchen to wheelchair users.

Surveyors are not to consider a kitchen refit.

Code 1: LESS THAN (<) 1200mm

The area in front of all kitchen worktops is less than 1200mm.

The kitchen is too restricted for a wheelchair user to access.

Code 2: GREATER OR EQUAL TO (>=) 1200mm

The area in front of all kitchen worktops is greater than, or equal to, 1200mm but less than 1500mm.

The kitchen allows wheelchair users access and limited use.

Code 3: GREATER OR EQUAL TO(>=) 1500mm

The area in front of all kitchen worktops is greater than, or equal to, 1500mm.

The kitchen allows wheelchair users access and full use (assuming fittings were adapted for their needs).

This category fulfills the requirement for a wheelchair to be able of turn within the working area.

J16 WHAT EXTRA KITCHEN STORAGE PROVISION IS REQUIRED?

SEE DIAGRAM J16

For the purposes of this survey dwellings should be assessed against the following minimum requirements:

- 1 or 2 person dwellings require 1.7m^3 (cubic metres) of kitchen storage;

- dwellings for 3 or more people require 2.3m^3 of kitchen storage.

All types of cupboards (walk-in pantries, Edinburgh Presses etc.)can be included in this assessment if they are shelved. Open shelving should not be considered.

The surveyor is not expected to measure the kitchen storage but should use Diagram J16 to assist them in their estimate.

This question deals solely with the volume of kitchen storage present, not its condition or the suitability of its location, which are dealt with at J14 and G2 respectively.

Code 1: 0%

The dwelling has, at least, the minimum volume of kitchen storage appropriate for its size, as outlined above.

Code 2: 25%

The dwelling requires a further 25% (of the appropriate amount outlined above) to provide a satisfactory level of kitchen storage.

This equates to:

- a **further** 0.44m^3 (25% of 1.7m^3) of kitchen storage is required in a dwelling of 1 or 2 persons.

- a **further** 0.58m^3 (25% of 2.3m^3) of kitchen storage is required in a dwelling of 3 or more persons.

Code 3: **50%**

The dwelling requires a further 50% (of the appropriate amount outlined above) to provide a satisfactory level of kitchen storage.

This equates to:

- a **further** 0.85m^3 (50% of 1.7m^3) of kitchen storage is required in a dwelling of 1 or 2 persons.

- a **further** 1.15m^3 (50% of 2.3m^3) of kitchen storage is required in a dwelling of 3 or more persons.

Code 4: **75%**

The dwelling requires a further 75% (of the appropriate amount outlined above) to provide a satisfactory level of kitchen storage.

This equates to:

- a **further** 1.28m^3 (75% of 1.7m^3) of kitchen storage is required in a dwelling of 1 or 2 persons.

- a **further** 1.73m^3 (75% of 2.3m^3) of kitchen storage is required in a dwelling of 3 or more persons.

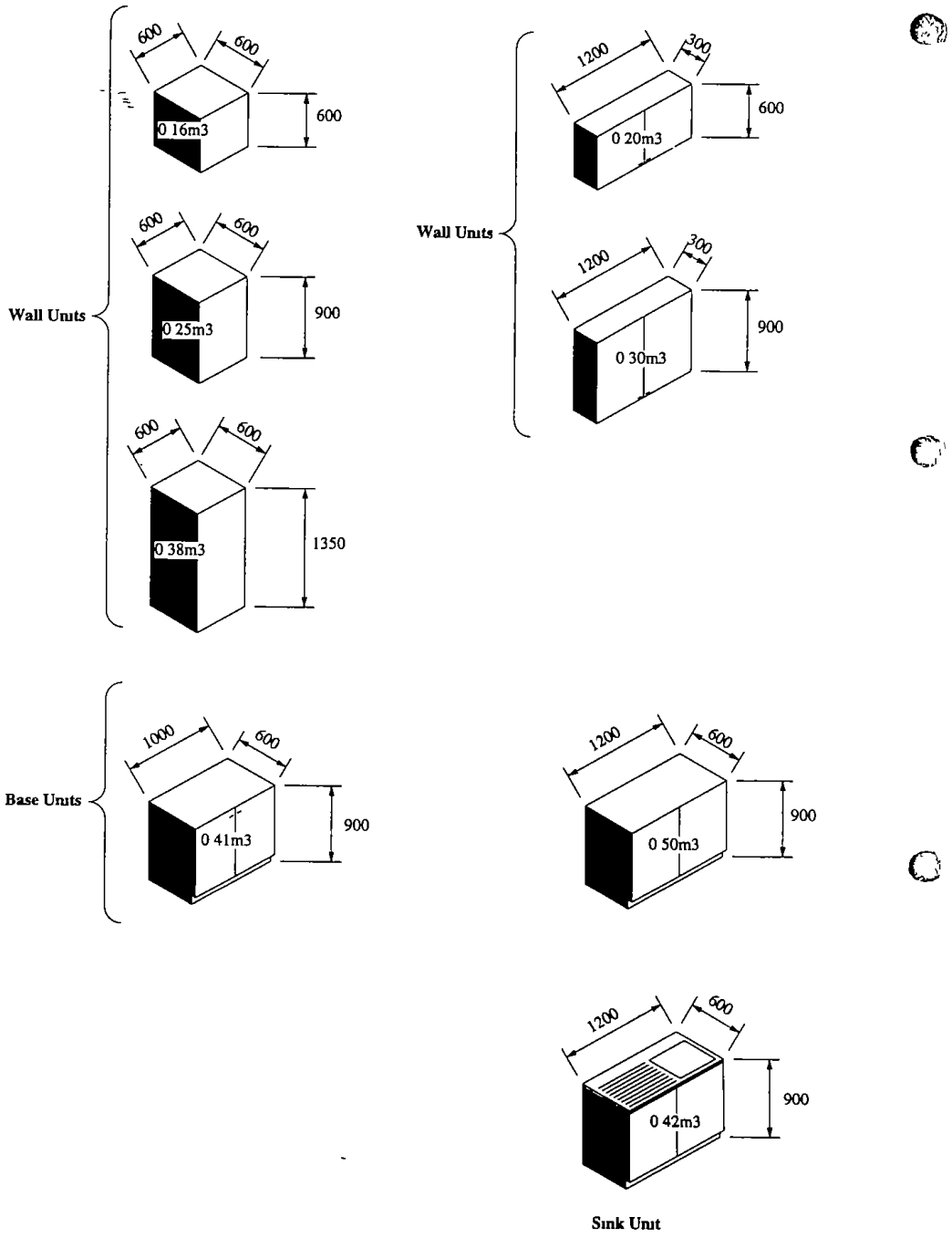
Code 5: **100%**

The dwelling has no kitchen storage.

Code 9: **UNOBTAINABLE**

The surveyor has been unable to gain access to the kitchen.

Diagram J16 SOME TYPICAL CUBIC CAPACITIES OF KITCHEN FITMENTS



Source of Original Diagrams Scottish Development Department (1988)
Local House Condition Surveys A Manual of Guidance, HMSO, Edinburgh

SECTION K - SERVICES AND FITTINGS

K1 WHAT MAINS SERVICES DOES THE DWELLING HAVE?

Code 1: ELECTRICITY ONLY

The dwelling has a supply of electricity from the public mains.

Whether or not the current occupants choose to use this supply is not important.

Any gas in the dwelling is provided by bottled gas or an LPG supply.

Code 2: ELECTRICITY AND GAS

The dwelling has mains supplies of both electricity and gas.

Whether or not the current occupants choose to use these supplies is not important.

Code 3: GAS ONLY

The dwelling has a mains supply of gas.

Whether or not the current occupants choose to use this supply is not important.

Any electricity in the dwelling is provided by a private generator/supply.

Code 8: NO MAINS SERVICES

The dwelling is not connected to a public mains supply of either electricity or gas.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if the dwelling is connected to a mains supply of either electricity or gas.

NOTE: For the purposes of this survey the following are to be considered as mains supplies:

- small generators providing electricity to more than one dwelling; and
- bulk LPG storage tanks serving more than one dwelling.

K2 DOES THE DWELLING HAVE A PRIVATELY GENERATED POWER SUPPLY?

Code 1: NO

The dwelling does not have a privately generated power supply.

Code 2: YES

The dwelling does have a privately generated power supply.

This may take the form of a privately owned, independent generator, water wheel, windmill etc.

NOTE: Solar panels are not to be recorded here.

Code 8: NO POWER SUPPLY

The dwelling does not have any form of power supply.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if the dwelling has a privately generated power supply.

K3 IS THE STANDARD OF THE ELECTRICAL POWER SYSTEM SATISFACTORY?

The current Building Standards require the following number of socket outlets for both private and public sector dwellings:

- kitchen, minimum of 6 socket outlets;
- each apartment, minimum of 4 socket outlets;
- anywhere in dwelling, an additional 4 socket outlets

.

Twin socket outlets are to be counted as two sockets in this assessment.

The source of the electricity supply (public or private) is not important here.

NOTE: Surveyors should assume that the power sockets in the dwelling are a true indicator of the power system in the dwelling ie. 13 amp socket outlets indicate the presence of a 13 amp system.

Where surveyors encounter a power system within a dwelling that is part 13 amp and part 5 or 15 amp they should record the system as mixed, code 3.

Therefore surveyors must first consider whether or not the power system is wholly 13 amp. If the answer is yes they should assess the provision of socket outlets against the requirements specified above and record code 1 or 2. If the answer is no surveyors should record code 3 for mixed systems (where there is some 13 amp present) or code 4 for 5/15 amp systems (where there is no 13 amp present).

Code 1: INADEQUATE NUMBER OF SOCKETS

The dwelling has a 13 amp power system but **does not** satisfy the current requirements with regard to the provision of power sockets as outlined above.

Code 2: ADEQUATE NUMBER OF SOCKETS

The dwelling has a 13 amp power system and **does** satisfy the current requirements with regard to the provision of power sockets as outlined above.

Code 3: **MIXED SYSTEM**

The dwelling has a power system comprising some 13 amp and some other (specification not important) circuits.

The number of power sockets in the dwelling is not important with regard to this answer category.

Code 4: **5/15 AMP MIXED SYSTEM**

The dwelling has a power system comprising some combination of 5 amp and 15 amp circuits.

Any power systems comprised solely of 5 amp or solely of 15 amp should also be recorded using Code 4.

The number of power sockets in the dwelling is not important with regard to this answer category.

Code 8: **NO ELECTRICAL SYSTEM**

The dwelling does not have an electrical power system.

Code 9: **UNOBTAINABLE**

The surveyor is unable to determine if the electrical system within the dwelling is satisfactory.

NOTE: The condition of the electrical power system is not to be considered here but is recorded at K4 and K12.

K4 IS THE ELECTRICAL POWER SYSTEM DANGEROUS?

Code 1: NO

The electrical power system **is not** dangerous.

NOTE: This will not be interpreted during survey analysis to mean that the power system is safe as it is recognised that it is easier to identify a dangerous system than it is to be sure that a system is safe - which requires specialist knowledge.

Code 2: YES

The electrical power system **is** dangerous.

A dangerous power system will be indicated by:

- broken casings and damaged power socket boxes;
- exposed wiring;
- other obvious signs of damage, disrepair or unauthorised alterations.

NOTE: The overloading of power sockets by the occupants of the dwelling is not to be considered. The adequacy of the provision of sockets relative to the current Building Standards is considered at K3.

Disrepair to the electrical power system which the surveyor does **not** consider to be dangerous is recorded at K12.

Surveyors are not to advise occupants of their decision to record the electric power system as dangerous. Where a dangerous power system is found surveyors should contact their monitor.

Code 8: NO ELECTRICAL POWER SYSTEM

The dwelling does not have an electrical power system.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if the electrical power system within the dwelling is dangerous.

K5 IS THE STANDARD OF THE ELECTRICAL LIGHTING SYSTEM SATISFACTORY?

Code 1: YES

The standard of the electrical lighting system **is** satisfactory.

This is taken to mean that the number and position of electrical light outlets within the dwelling is suitable for normal domestic purposes.

Code 2: NO

The standard of the electrical lighting system **is not** satisfactory.

This is taken to mean that either the number or the position of electrical light outlets within the dwelling is not suitable for normal domestic purposes.

Code 3: NO, DANGEROUS

The electrical lighting system within the dwelling is dangerous. This will be indicated by:

- damaged switch boxes;
- exposed wiring;
- light switches in the bathroom (pull cords are acceptable);
- other obvious signs of damage, disrepair or unauthorised alterations.

Disrepair to the electrical lighting system which the surveyor does **not** consider to be dangerous is recorded at K13.

Surveyors are not to advise occupants of their decision to record the electric lighting system as dangerous. Where a dangerous lighting system is found surveyors should contact their monitor.

Code 4: NO ELECTRICAL LIGHTING SYSTEM

The dwelling does not have an electrical lighting system.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if the electrical lighting system within the dwelling is satisfactory.

K6 ARE THE LOCATION OF THE POWER SOCKET AND LIGHT SWITCHES BARRIER FREE?

In order to satisfy Barrier Free guidelines, power sockets and light switches must be reachable to a wheelchair user or someone with restricted movement.

This is satisfied when:

- power sockets are between 450 and 1050mm above floor level; and
- light switches are between 900 and 1050mm above floor level (normal door handle height).

When assessing the position of power sockets and light switches, surveyors may "pass" dwellings where these are not suitably located throughout all rooms as long as **they are suitably located** within the kitchen, bathroom and two other rooms (Barrier Free access being available to all these rooms).

Code 1: NO, BOTH POWER SOCKETS AND LIGHT SWITCHES

Neither power sockets nor light switches satisfy Barrier Free guidelines.

Code 2: NO, POWER SOCKETS

Power sockets do not satisfy Barrier Free guidelines but light switches are suitably located for use by a wheelchair user or someone with restricted movement.

Code 3: NO, LIGHT SWITCHES

Light switches do not satisfy Barrier Free guidelines but power sockets are suitably located for use by a wheelchair user or someone with restricted movement.

Code 4: YES, BOTH POWER SOCKETS AND LIGHT SWITCHES

Both power sockets and light switches satisfy Barrier Free guidelines.

Code 8: NOT APPLICABLE

The dwelling does not have **both** an electrical power system and an electrical lighting system.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if the power sockets and light switches satisfy Barrier Free guidelines.

K7 IS THE UNDERGROUND WATER MAIN (OR COMMUNAL RISING MAIN TO THE FLAT) LEAD FREE?

This question relates to the mains drinking water supply up to the incoming stopcock within the dwelling.

Any common storage and down services before the mains supply enters the dwelling is to be recorded at this question.

Code 1: YES

The mains water supply is lead free up to the stopcock inside the dwelling.

Code 2: NO

The surveyor has seen evidence of lead in the mains water supply up to the stopcock inside the dwelling.

Code 8: NO WATER MAIN

The dwelling is not connected to a mains water supply. Any supply of drinking water within the dwelling will therefore be from a private or non-mains source.

Do not include temporary disconnections in this definition.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if the mains drinking water supply to the dwelling is free of lead up to the stopcock.

K8 IS THE ENTIRE WATER DISTRIBUTION SYSTEM WITHIN THE DWELLING LEAD FREE?

The surveyor should attempt to examine the whole of the water supply system beyond the incoming stopcock including:

- drinking water outlets (within dwelling and beyond incoming stopcock);
- pipe work to drinking water outlets;
- water storage tanks within the dwelling;
- water storage tanks in the loft space (include any common storage tanks located in tank rooms or in the roof space that supply the selected dwelling. DO not **include** any water storage tanks already assessed at K7);
- all other pipe work and fittings (cylinders etc.) to both the hot and cold water systems.

NOTE: Do not include physically separate central heating systems.

Code 1: YES

The whole of the water supply system beyond the incoming stopcock within the dwelling is free from lead.

Code 2: NO

Lead is present in the water supply system beyond the incoming stopcock.

The amount of lead present is not important with regard to this answer code.

Code 8: NO WATER SYSTEM

There is no water distribution system within the dwelling.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if the water supply system beyond the incoming stopcock within the dwelling is free of lead.

K9 ARE THERE ANY SMOKE DETECTORS IN THE DWELLING?

Surveyors should note the presence of smoke detectors and record the total provision within the dwelling using the appropriate answer code.

NOTE: Surveyors should attempt to determine through inspection if smoke detectors are powered by batteries or by mains electricity.

If this is not possible the occupant may be asked.

Surveyors are not required to determine if smoke detectors are in working order.

K10 - K13

The services recorded by questions K10 - K13 must be located inside the dwelling otherwise use Code 8 (no amenity).

NOTE: Surveyors should assess the extent of any disrepair to the services in questions K10 - K13 as a percentage of the total cost of that service.

Surveyors should record disrepair that represents more than 5% of the cost of a service using:

- Code 2 (minor repairs - 5% to less than 25% disrepair equivalent to the total cost of the service);
- Code 3 (medium repairs - 25% to less than 60% disrepair equivalent to the total cost of the service); or
- Code 4 (renew - 60-100% disrepair equivalent to the total cost of the service).

Service(s) with less than 5% disrepair can be Aflagged@ by recording them as "01" if, in the surveyor=s opinion, they:

- represent a threat to the health or well being of the occupants; or
- will cause further deterioration to the fabric of the dwelling if left unattended.

K10 COLD WATER SYSTEM

Surveyors should consider all parts of the cold water system in their assessment including:

- stop valve;
- drain cock;
- rising mains;
- cold water storage tank;
- ballcock;
- cold water system primary distribution pipe work.

K11 HOT WATER SYSTEM

Surveyors should consider all parts of the hot water system (as recorded at L13) in their assessment including:

- hot water tank;
- ballcock;
- immersion;
- boiler, back boiler or cylinder which only serves the hot water system;
- flow and return and vent pipe work;
- multi-point;
- gas circulator.

K12 ELECTRICAL POWER SYSTEM

Surveyors should consider all parts of the electrical power system in their assessment including:

- power circuit;
- cooker circuit;
- power sockets;
- fuse boards/circuit breakers etc.

NOTE: Disrepair to night storage circuits and controls is recorded at L15 (Central Heating Source) and L16 (Central Heating Distribution).

Surveyors should record the following as disrepair:

- lead cable;
- TRS (Tough Rubber Sheathed) cable;
- sockets other than 13 amp.

K13 ELECTRICAL LIGHTING SYSTEM

Surveyors should consider all parts of the electrical lighting system in their assessment including:

- wiring;
- light switches;
- lighting outlets.

NOTE: Surveyors should record unprotected surface wiring as disrepair.

SECTION L - HEATING AND INSULATION

The National Home Energy Rating (NHER) is one of several energy labels used to define the energy efficiency of a dwelling.

It is a non-linear scale ranging from 0 (the worst) to 10 (the best) and is based upon the total energy costs per square metre.

There are various levels of accuracy of NHER. For sample surveys such as the SHCS much of the data used in the calculation of NHER is pre-defined, or default based on national averages. The data collected in this survey is the very minimum required to generate an NHER at level 0.

There are three key components to the NHER Level 0 assessment of a dwelling. These are:

- type of heating system within the dwelling;
- age of the dwelling; and
- levels of insulation.

The NHER Level 0 program allows **the heating system or heating appliances** within the dwelling to be differentiated according to 'primary' and 'secondary' heating. It is possible that there may be more than two heating systems and/or appliances present within a dwelling. However, once the primary and secondary heating systems are identified, any other heating appliances are ignored for the purposes of the NHER assessment.

Once the main form of heating has been established then the identification of the type of heating system or heating appliance and the fuel used should be relatively straightforward.

Where the main form of heating of a self-contained dwelling is provided by means of a **group or district heating scheme**, assume that the centralised boiler plant is an individual boiler within the dwelling. The fuel and appliance type are then identified in the subsequent questions.

It is important to remember that the NHER assessment is concerned with the dwelling's characteristics, and not the occupants use of the dwelling. Therefore, where the occupants are using portable forms of heating, these appliances **are ignored COMPLETELY**.

NOTE: A household may ignore, or not use, the installed heating and rely on portable heating or upon the secondary heating. Situations that are not unusual are:

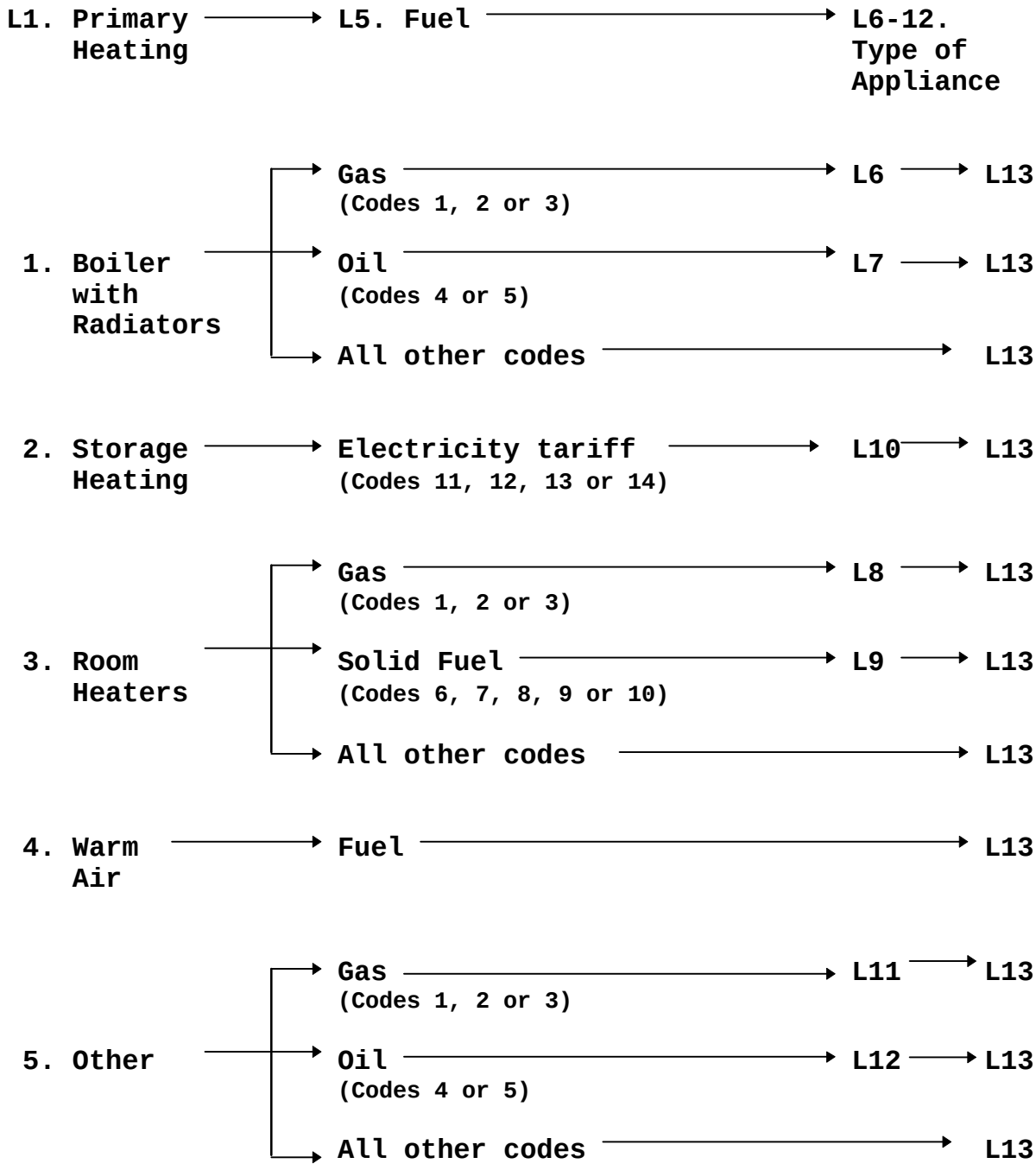
- Where a partial or whole house electric storage heating system has been installed but the household has turned off all storage heaters and is using a fixed or portable direct acting heater in the lounge. In this situation, the storage heating would be entered as the Primary Heating and the direct acting appliance **IF FIXED** is entered as the Secondary Heating. If it is a portable heater, it would be ignored.

- Where a gas fired central heating system has been installed to provide the space and water heating, but the householder is relying on the gas fire in the lounge and using the back up electric immersion heater for the hot water. Here, the gas fired central heating would be entered as the Primary Heating and the gas fire **IF FIXED** as the Secondary Heating.

  If the gas fire was a portable fire, it would be ignored. The principal hot water heating source would be recorded at L13 as 'from the Primary Heating Boiler' (Code 01) see L13. The use of the electric immersion heater would be ignored.

THE DWELLING IS TO BE ASSESSED ACCORDING TO THE HEATING THAT IS INSTALLED, AND NOT WHETHER THE OCCUPANTS USE THE INSTALLED HEATING OR NOT.

FLOW DIAGRAM TO ILLUSTRATE SEQUENCES OF QUESTIONS THROUGH SECTION L



L1 WHAT IS PRIMARY FORM OF HEATING IN DWELLING?

The 'primary' form of heating to a dwelling is usually the system or appliances that provides heating to most rooms (and usually the hot water as well).

NOTE: Where the surveyor is faced with a choice between two different forms of heating, the following conventions should be followed in order to identify the 'primary' heating:

1. Where there is a choice between some form of Central Heating system (regardless of whether it is a 'Boiler with Radiators' system, 'Warm Air' system, or 'Other' form of heating system or a 'Storage Heater' system) and 'Room Heaters', the surveyor should select the central heating system or the storage heaters as the 'primary' form of heating, and the room heaters as the 'secondary' form of heating.

2. Where there is a choice between two heating systems (for example "Boiler with Radiator" system and an electric "Storage Heater" system), the surveyor should select the system that heats the largest number of rooms, and preferably the main living room and hot water as well.

3. Where the choice is between two forms of 'Room Heaters', the primary form of heating should be specified as that which heats the main living room within the dwelling.

NOTE: Where there is NO FIXED HEATING in any room in the dwelling, enter primary heating as 'ROOM HEATERS', and fuel as 'PEAK ELECTRIC'.

Code 1: BOILER WITH RADIATORS

This code includes all systems with radiators regardless of whether they are wall or floor mounted boilers; open, balanced, or fan-assisted flue boilers; or thermal store, combination or condensing boilers. This code also includes:

- electric boiler systems with radiators; and

- back boiler systems providing **both** space and water heating.

At this stage of the survey, the fuel firing the boiler is not considered as it is identified separately at L5.

Code 2: STORAGE HEATING

This code includes all forms of storage heating, both modern, slimline, and older block storage heating radiators regardless of the tariff they are charged under by the electricity utility. It also includes electric underfloor heating systems where the pipes or cables are buried in the floor screed.

NOTE: Underfloor heating through heated water circulating in pipes below the floor finish (but not buried in a screed) should be recorded using Code 5 (Other).

Storage heaters can be either "room heaters" or part of a "central heating" system.

Where there is some form of central control (regardless of whether or not there is any individual control present on the heater) the storage heaters form part of a central heating system.

Where no such central control exists, or where they are plugged into a normal electrical sockets, storage heaters should be treated as "room heaters".

This must be consistent with the information recorded at G8 (Has room satisfactory provision for heating? - central heating/ room heater/ socket/ no).

Code 3: ROOM HEATERS

This code should be used when the primary form of heating in the dwelling is provided by individual fixed heating appliances in heated rooms. **PORTABLE HEATERS ARE TO BE IGNORED COMPLETELY.**

Where there are solid fuel fires with back boilers, (regardless of whether they are open or closed fires) used for heating the **hot water only** (no radiators), they are to be recorded as 'Room Heaters'.

For example, where a dwelling has a solid fuel fire with a back boiler with radiators, the back boiler should be recorded at L1 (primary form of heating) as a 'Boiler with Radiators= system and the solid fuel fire should be recorded at L17 (fuel to 'Secondary Heating') according to whether it is an open or closed fire.

Where a dwelling has a solid fuel fire and back boiler but NO radiators, then the primary form of heating would be coded as 'Room Heaters', and under the Solid Fuel Room 'Heating Appliance Type' (see L9), then the appropriate back boiler (that is, whether with an open or closed heater) is selected.

Code 4: WARM AIR SYSTEM

Use this code for any ducted warm air system from a centralised heat source. Warm air systems distribute heat through grilles in the wall or floor, no radiators are used in such systems.

Code 5: OTHER

Use this code to record any unconventional heating systems or any not covered by any of the above categories including:

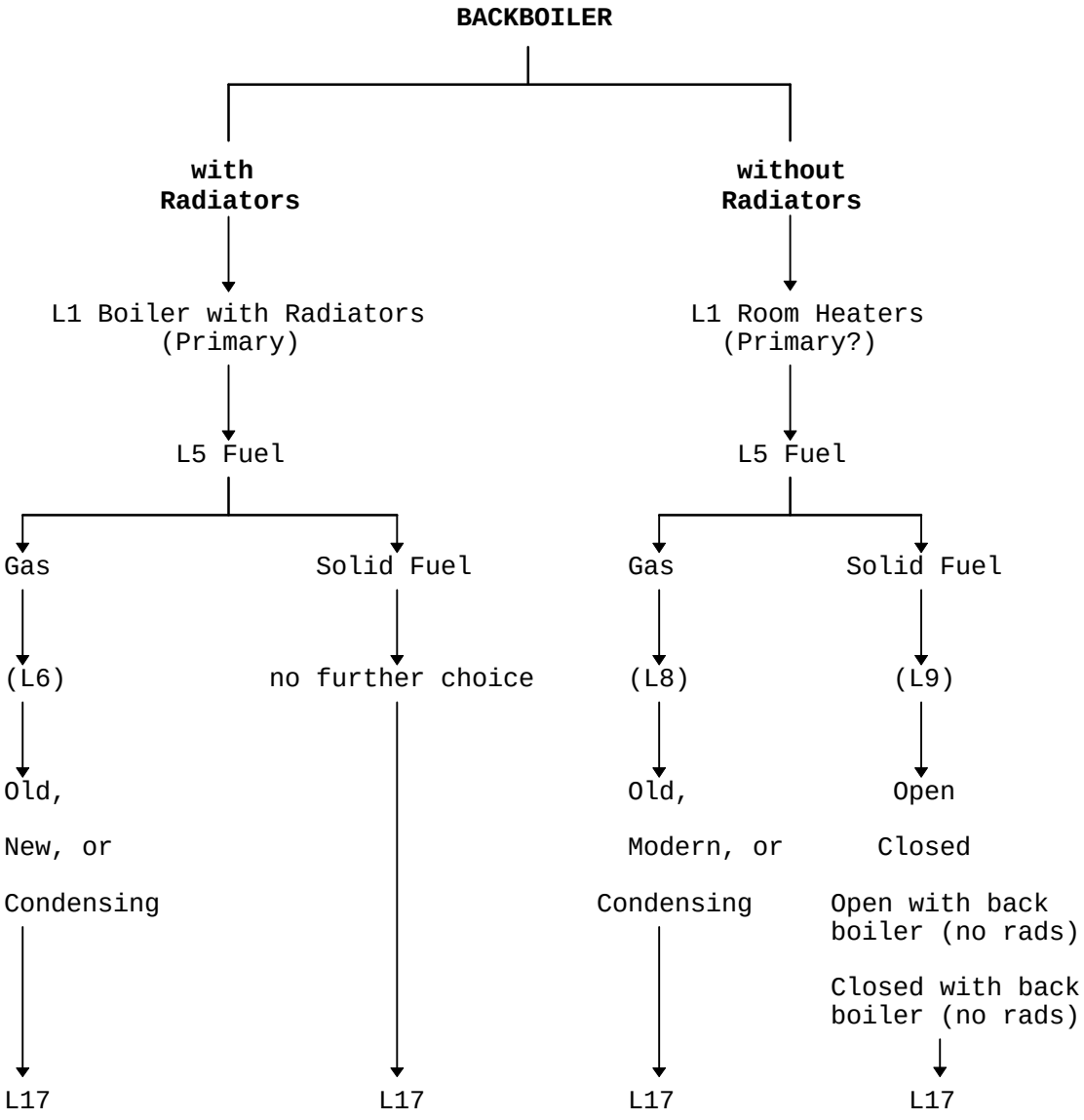
- electric ceiling heating;

- gas or oil fired underfloor heating;

- underfloor heating through heated water circulating in pipes below the floor finish (but not buried in a screed); and

- heat pumps.

IDENTIFYING BACK BOILERS



L2 EXTENT OF CENTRAL HEATING SYSTEM

Code 1: FULL

The whole dwelling, or rooms representing more than 50% of the floor area of dwelling, is heated from one main source.

NOTE: Independent heaters in all rooms does not constitute central heating.

Code 2: PARTIAL

Partial central heating usually comprises the ground floor of houses with two or more levels, or up to 50% of the floor area for flats.

Code 8: NO CENTRAL HEATING

The dwelling has no central heating system.

NOTE: Back boilers used solely for domestic hot water are not a form of central heating and should be recorded with this code. Generally such systems have no radiators attached to the system or only one in the hall.

Code 9: UNOBTAINABLE

The surveyor has been unable to obtain access to at least half of the habitable rooms in the dwelling.

NOTE: When the surveyor is unable to gain access to all of the rooms in a dwelling, they may extrapolate their findings from a partial internal inspection up to a whole dwelling level if they have been able to gain access to at least half of the habitable rooms.

L3 WHAT IS THE WET CENTRAL HEATING SOURCE?

SEE DIAGRAM L3 - CENTRAL HEATING (WET)

Code 1: INDEPENDENT BOILER

Independent standing/wall mounted boiler used solely for central heating. Include here ducted warm air units with wet heat exchangers and the baxi type independent boiler located behind a gas fire if it is used solely for central heating.

Code 2: BACK BOILER

Back boiler used with a main fire for house heating only.

Code 3: COMBINED WITH HOT WATER SOURCE

This code should be used if the central heating boiler is combined with the domestic hot water source. For these boilers, there may not be a hot water cylinder in the dwelling connected to the boiler system. They can usually be identified by the boiler igniting when the hot water is turned on, and cutting out shortly after the hot water is turned off. The type of boiler for these situations is coded at L13.

NOTE: When assessing a wet central heating source, surveyors should first consider whether or not it is combined with the hot water source. Therefore, code 3 must be considered, and discounted, before codes 1 or 2 can be recorded.

Code 4: OTHER

Wet central heating sources which cannot be recorded using Codes 1, 2 or 3, such as district heating schemes, should be recorded with Code 4.

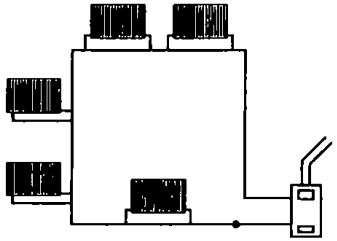
Code 8: NO WET SYSTEM

The dwelling has no wet central heating system.

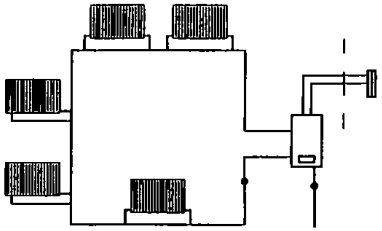
Code 9: UNOBTAINABLE

This code to be used when the surveyor is unable to gain access to the wet central heating source.

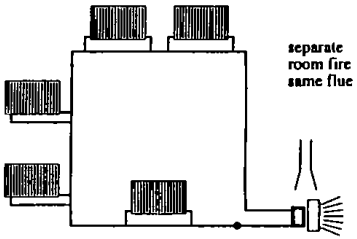
Diagram L3 Central heating (wet)



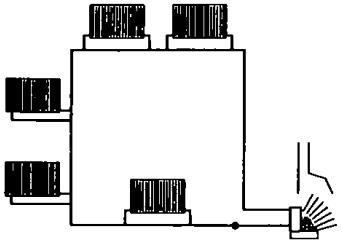
Code 1, independent boiler



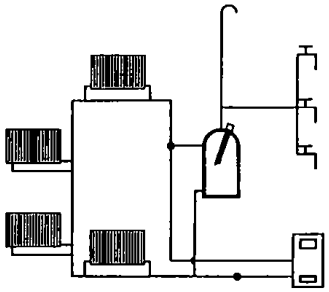
Code 1, independent wall boiler



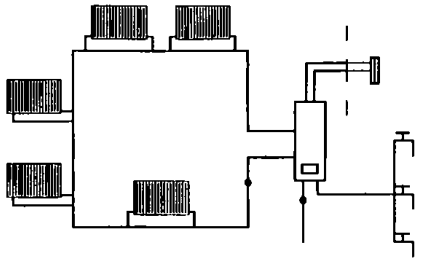
Code 1, independent boiler 'Baxi' type



Code 2, back boiler only



Code 3, combined, HW + CH
(all boiler types here)



Code 3 modern all purpose pressure system
(Combi boiler)

L4 WHAT IS THE DRY CENTRAL HEATING TYPE?

The following systems must be fixed and belong to the dwelling.

Code 1: DUCTED

Warm air from a central source distributed throughout the dwelling by ducts and into rooms via grilles in the walls or the floor. These systems are usually fired by gas or electricity.

Code 2: UNDER FLOOR

Dry underfloor heating systems usually take the form of electric elements buried in the non-structural part of solid floors.

Code 3: CEILING

Ceiling heating systems usually take the form of suspended electric systems.

Code 4: STORAGE

Storage units on a room by room basis.

Code 5: OTHER

Dry central heating types which cannot be recorded using Codes 1, 2, 3 or 4 such as electric warm air convectors or fan heaters controlled from a central unit, should be recorded with Code 5.

Code 8: NO DRY SYSTEM

The dwelling has no dry central heating system.

Code 9: UNOBTAINABLE

This code to be used when the surveyor is unable to identify the dry central heating type.

L5 PRIMARY HEATING FUEL

All of the primary heating systems and appliances recorded at L1 can be fuelled by more than one fuel. The NHER Level 0 program provides 14 different fuel types from which to select for the main heating.

Where an appliance can be fed with different fuel types, surveyors should record the first appropriate fuel type from the following sequence:

OIL / GAS / COAL / ELECTRICITY.

Code 1: GAS (MAINS)

Supplied by British Gas via connection to the national gas grid.

Code 2: BULK LPG - LPG (Liquefied Petroleum Gas)

A large storage tank will be located outside the dwelling and within site of the drive way. Delivery will be via a large LPG tanker supplied by such companies as Calor Gas or MacGas, usually in the remoter areas of Scotland which are not connected to the national gas grid. This LPG will usually be used to fuel a central heating system within the dwelling.

Code 3: BOTTLED GAS

Better known as 'Calor gas'. Usually supplied in small (15kg) cylinders to be burned in small portable heaters, but may be found in remote areas of Scotland to fuel individual room heaters.

Code 4: OIL (35 Sec)

Code 5: OIL (28 Sec)

While the boiler may look very similar to a gas-fired boiler, there will be no gas meter and there will be a large storage tank for the oil. This may be outside the dwelling, or may be in a cellar or basement.

The terms 35 sec and 28 sec refer to the thickness of the oil being supplied to the household. The type of oil should be identified upon the household fuel bill. **PLEASE ASK TO SEE A RECENT DELIVERY NOTE**. Oil (28 Sec) is in more common usage than Oil (35 sec) and should be used by the surveyor as a default if the type of oil is not available from a fuel bill.

Code 6: HOUSE COAL/PEARLS

Code 7: SMOKELESS FUEL (PROCESSED)

Code 8: ANTHRACITE NUTS

Code 9: ANTHRACITE GRAINS

These relate to various grades and types of solid fuel supplied to the household. The two most common types of solid fuel are 'House Coal' and 'Smokeless Coal'. House coal is cheaper of the two and may be supplied and purchased in areas that are not designated smokeless zones.

Anthracite nuts and grains are usually smaller sized, more expensive, higher grade solid fuels that are used in solid fuel boilers with automatic feed systems.

Code 10: WOOD

Code 11: PEAK ELECTRIC (DOMESTIC TARIFF - ON-PEAK)

Indicated by a single electric meter with only one set of dials or digits. This is usually the tariff where there are only direct acting electric heaters (such as electric bar fires, fan heaters, or panel heaters) in the dwelling .

Code 12: OFF PEAK ELECTRIC (DAY RATE)

This refers to the higher rate Standard Economy or White Meter day rate tariff. The only time this tariff is likely to apply is where the dwelling previously had a storage heating systems or an underfloor electric heating system installed that has been removed or disconnected since, and are now relying on direct acting electric heating.

The electricity meter will have two sets of digits or dials and is likely to have a time clock nearby.

Code 13: OFF PEAK ELECTRIC (NIGHT RATE)

This option should be selected for any off peak electric heating system (whether an electric storage heating or electric boiler system) that is charged on any tariff other than the Standard tariff (see Code 11) or a preserved tariff (see Code 14) such as the Standard Economy or Total Heating with Total Control in the Scottish Hydro region or any of the White Meter, Comfort Plus, or Economy 2000 tariffs in the Scottish Power region.

There will be at least two sets of digits or dials on the electricity meter. there may even be two meters or three sets of digits or dials present.

Code 14: PRESERVED TARIFF

Preserved tariffs are a legacy of the old underfloor electric heating systems or the old-fashioned, very large block storage heaters. They are only likely to be found in multi-storey blocks of flats. In the Scottish Power region, these tariffs are referred to as 'Off Peak Tariff C' or 'Off Peak Tariff D' tariffs on the fuel bill. In the Scottish Hydro region, these tariffs are referred to as Tariff A, Tariff B, Tariff C, and Tariff D.

NOTE: To distinguish between some of the fuel types listed above (including the various electricity tariffs) it may be necessary to look at a fuel bill/ invoice from a fuel supplier.

Code 88: NOT APPLICABLE

Use this code if none of the above options apply. This will be very rare.

Code 99: UNOBTAINABLE

This code should be used by the surveyor if they are unable to gain access to the heating to determine the Primary Heating fuel.

L6 - L12 PRIMARY APPLIANCE TYPE

Once the 'primary' form of heating and the heating fuel have been identified, additional information is required on some but not all (e.g. warm air systems) heating appliances.

Only one of these questions (L6 - L12) on the appliance type will need a response. The other six questions should be completed using Code 8 (not applicable).

L6 BOILER WITH RADIATORS - GAS CENTRAL HEATING

Code 1: OLD STYLE BOILER (PRE 1979)

Old style boilers tend to be larger, heavier cast iron types, with lower efficiency.

Code 2: NEW STYLE BOILER (POST 1979)

Post-1979 boilers are of a lighter design, and often wall hung.

NOTE: The difference between pre-1979 and post-1979 boilers relates to the increase in the minimum fuel combustion efficiency from 60 to 65%, which British Gas required from boiler manufacturers if their boilers were to receive British Gas type approval. Where there is some doubt on old boilers it may be possible to calculate the original combustion efficiency for the boiler from the information included on the boiler plate:

$$\frac{\text{boiler output (likely to be in BTUs)}}{\text{boiler input (likely to be in BTUs)}} \times 100\%$$

If the resultant answer is less than 65%, then enter Code 1: Old Style Boiler.

Code 3: CONDENSING BOILER

These boilers are relatively new (most will only be a year or two old) but are becoming more common due to their high combustion efficiency and the recent availability of a grant for installing a condensing boiler. Condensing boilers are characterised by a white plastic drain pipe (usually either 19mm or 32mm diameter) running from the bottom of the boiler to a suitable external drain. The drain will not be made of metal. A condensing boiler is the only type of boiler with such a plastic drain pipe.

Code 8: NOT APPLICABLE

The dwelling does not use a gas fired boiler central heating system as the primary form of heating.

L7 OIL CENTRAL HEATING

Code 1: OLD STYLE BOILER (PRE 1985)

Code 2: NEW STYLE BOILER (POST 1985)

The age of the boiler again relates to increases in boiler combustion efficiency from 65% to 70%. The surveyor should be able to determined the age from inspection of the boiler or by asking the householder. If there is still a doubt, default to the age of the dwelling. If the dwelling was built before 1985, select Code 1: Old Style Boiler; and if the dwelling was constructed after 1985, select Code 2: New Style Boiler.

Code 3: CONDENSING BOILER

There will be a plastic drain pipe running from the bottom of boiler to a suitable external drain. A further indicator will be a stainless steel heat exchanger in a box incorporated in the flue and the U-bend in the flue.

Code 8: NOT APPLICABLE

The dwelling does not use an oil fired central heating system, as the primary form of heating.

L8 ROOM HEATERS - GAS HEATERS

A gas fire should only be coded in this section when 'Room Heaters' have been selected as the primary heating at L1 **AND** 'Gas (Mains)', 'Bulk LPG', or 'Bottled Gas' has been selected as the primary heating fuel at L5. Where a Gas Room Heater is identified as a Secondary form of Heating (see L17), then Code 8 (Not applicable) should selected here.

Code 1: OLD STYLE (PRE 1960)

Old style fires are rare, and have no convector unit or grille at the top of the heater.

Code 2: MODERN STYLE (POST 1960)

Most fires will fall within the modern category. This will include gas fires with normal flue arrangements in front of a chimney breast and wall-mounted balanced flue gas fires which are flued directly through the wall.

NOTE: Gas convector heaters were included in some wet central heating systems (common during the late 1960s and early 1970s). These will include an On/Off switch for the fan with some electrical wiring attached, usually a thermostat control, and have no external flue. These heaters are to be classified as part of the primary heating system, i.e. Code 1: >Boiler with Radiators= and are not to be coded separately as either room heaters or Secondary heating because they do not actually burn gas.

Code 3: CONDENSING

Condensing gas fires are still very rare, but can be identified by a thin plastic pipe running from the bottom of the fire to a suitable external drain.

Code 8: NOT APPLICABLE

Dwelling does not use gas fired room heaters as the primary form of heating.

L9 SOLID FUEL FIRES

A solid fuel fire should only be coded in this section when 'Room Heaters' have been selected as the primary heating at L1 **AND** one of the solid fuels (House coal, Smokeless Fuel, Anthracite Nuts and Anthracite Grains **OR** Wood) has been selected as the primary heating fuel at L5. Where a Solid Fuel Fire is identified as a Secondary form of Heating (see L17), then Code 8 (Not applicable) should be selected here.

Solid fuel room heaters are distinguished by whether they are open or closed fires, and whether or not they include a back boiler.

Code 1: OPEN FIRE

Fireplace with chimney breast and grate.

NOTE: Ensure that the Solid Fuel Open Fire is not really a 'coal effect' gas fire. What looks like coal, is ceramic replica that does not burn. With such 'coal effect' fires there will be a gas pipe attached to the fire.

Code 2: CLOSED FIRE

The fuel is burned within an enclosed appliance with a door at the front. The heater may be located within the fire place or elsewhere in the room.

NOTE: Ensure that the Solid Fuel Closed Fire is not really a 'coal effect' gas fire. What looks like coal, is ceramic look alike that do not burn. With such 'coal effect' fires there will be a gas pipe attached to the fire.

Code 3: OPEN FIRE WITH BACK BOILER (NO RADIATORS)

Code 4: CLOSED FIRE WITH BACK BOILER (NO RADIATORS)

Similar to the Solid Fuel Open and Closed Fires, but there is back boiler built into the chimney breast. The back boiler may be detected by water pipes running into and out of the fireplace, controls located at the bottom of the closed heater, or an On/Off Switch located in the wall near the fire place. The easiest way to detect the presence of back boiler is to ask the householder.

Code 8: NOT APPLICABLE

Dwelling does not use solid fuel fires as the primary form of heating.

L10 ELECTRICAL STORAGE HEATING

Code 1: OLD STYLE

'Old' type storage heaters are larger than >new' types and are typically 225 - 300mm deep. They were installed in the 1960's and are often charged on a preserved tariff.

NOTE: Where the dwelling has an old underfloor electric heating system that is still being used, then select this option. If the system has been disconnected or is not being used, ignore it completely and assess the house according to the heating that is now being used (**still ignoring the use of any portable heaters**).

Code 2: NEW STYLE

'New' storage heater types are much slimmer, usually 150mm deep or less, and are better insulated than the >old= type.

NOTE: The storage heater may be a combination storage and convector heater, where there is a direct acting heater as well as the storage component. These are often only located in the lounge or main living area of the dwelling to allow the heat to be topped up. These combination heaters are usually about 175 - 200mm thick and have a different design profile at the top when compared with normal storage heaters, as well as an On/Off switch on the front or side of the storage heater and usually a thermostat control. When surveyors encounter heaters of this type they should record the storage heater as the Primary Heating and the direct acting, convector component as Secondary Heating.

Code 3: FAN ASSISTED

'Fan assisted' heaters have a room thermostat control (this may not be located on the storage heater but on the wall in the room) and a fan to extract more heat from the appliance. The fan is audible when operating. The design of fan assisted heaters tends to be one that reaches to the floor, normal storage heaters usually have a gap between the floor and the bottom of the storage heater.

NOTE: Do not mistake the controls on a fan-assisted heater for those on a Combination storage and convector heater (Code 2). However at least one company has manufactured a Fan assisted Combination Storage Heater. For this type, the storage heater would be entered as the primary form of heating and recorded using Code 3 (Fan-assisted) rather than Code 2 (New). The direct acting, convector would be entered as Secondary Heating.

Code 8: NOT APPLICABLE

Dwelling does not use electrical storage heaters as the primary form of heating.

L11 OTHER - GAS

This is a general miscellaneous category for gas appliances and systems not included in the above primary heating categories, such as gas-fired underfloor heating or gas fired heat pumps. They are distinguished according to whether the boilers operate with a conventional flue (open, balanced, or fan assisted) or with a condensing mode arrangement.

Code 1: NORMAL

Open flue, balanced flue, or fan assisted flue.

Code 2: CONDENSING

Condensing boilers are characterised by a white plastic drain pipe (usually either 19mm or 32mm diameter) running from the bottom of the boiler to a suitable external drain. The drain will not be made of metal. A condensing boiler is the only type of boiler with such a plastic drain pipe.

Code 8: NOT APPLICABLE

The dwelling does not use "Other - Gas" as the primary form of heating.

L12 OTHER - OIL

This is a general miscellaneous category for oil-fired appliances and systems not included in the above primary heating categories, such as oil-fired underfloor heating. They are distinguished according to whether the boilers operate with a conventional flue (open, balanced, or fan assisted) or with a condensing mode arrangement. Oil burning boilers should be easily identified by the presence of the storage tank.

Code 1: OLD STYLE

Code 2: MODERN STYLE

Differentiated by age: Code 1: Old Style for pre-1985 boilers and Code 2: for post-1985 boilers. These boilers may be open flue, balanced flue, or fan assisted flue.

Code 3: CONDENSING

Condensing boilers are characterised by a white plastic drain pipe (usually either 19mm or 32mm diameter) running from the bottom of the boiler to a suitable external drain. The drain will not be made of metal. A condensing boiler is the only type of boiler with such a plastic drain pipe.

Code 8: NOT APPLICABLE

The dwelling does not use "Other -Oil" as the primary form of heating.

L13/L14 WATER HEATING

NOTE: The method of water heating is differentiated by both the water heating appliance and the fuel.

L13 PRINCIPAL HOT WATER HEATING SOURCE?

In most cases, water will be heated by either a primary heating boiler or by an electric immersion heater (single or dual immersion). Hot water cylinders (whatever the main method of water heating) will usually have an electric immersion heater installed as a back up system.

NOTE: The surveyor should record the main method of water heating, not the immersion, heater against this question - even where the household is not using the main method of water heating. For households with a boiler with radiator system and an electric immersion heater, which the household uses throughout the summer when they turn the boiler off, the surveyor should record Code 1' Primary Heating System=.

Code 1: PRIMARY HEATING SYSTEM

The primary heating system provides both the space and water heating. This code includes Combi boilers, Condensing boilers, and back boiler systems that provide space heating **AND** hot water, and electric boilers that are providing hot water through indirect heating methods rather than using electric immersion heaters.
For back boilers, Combi boilers and condensing boilers that only provide hot water (that is there are no radiators), the surveyor should use Codes 9-12 below as appropriate.

Code 2: ELECTRIC DUAL IMMERSION

Electric immersion heaters should only be identified as the method of water heating where this is the only form of water heating available. The dual immersion heater may be two separate immersion heaters, one at the top of the hot water cylinder, **AND** a second at the bottom of the cylinder. Alternatively, two separate elements may run off a single immersion heater at the top of the cylinder. This latter situation may only be ascertained by looking inside the cap on top of the immersion heater, where two thermostats will be found - one may be slotted into the other. A dual immersion system may be indicated by the presence of two time switches.

NOTE: Do not mistake a Cylinder thermostat strapped onto the outside of a cylinder as an electric immersion heater. Unlike an electric immersion heater which is internal to the hot water cylinder and enters at the top and/or bottom of the cylinder, a cylinder thermostat is usually located mid way up the cylinder, does not enter the cylinder, and is for controlling the water temperature when the hot water is supplied via the Primary Heating Boiler (see Code 1 above).

Code 3: ELECTRIC SINGLE IMMERSION

Electric immersion heaters should only be identified as the method of water heating where this is the only form of water heating available. There will only be one immersion heater entry point in the cylinder, either at the bottom of the cylinder, or at the top of the cylinder. If at the top of the cylinder, there will be only one immersion thermostat inside the cap.

Code 4: ELECTRIC INSTANTANEOUS

With instantaneous heating, there will not be a hot water cylinder.

Code 5: GAS INSTANTANEOUS (SINGLE POINT)

With instantaneous heating, there will not be a hot water cylinder. The heater is usually wall mounted with a conventional or balanced flue. Older types vent their exhaust fumes directly into the room. It is usually located near the sink it supplies (sometimes underneath). It provides hot water to only one sink, or if in the bathroom, the sink and the bath.

Code 6: GAS INSTANTANEOUS (MULTI POINT)

With instantaneous heating, there will not be a hot water cylinder. This code refers to an instantaneous hot water heater that provides hot water throughout the dwelling, usually to the sink in the kitchen and bathroom, rather than to only one sink.

NOTE: Ensure that this water heater is not a Gas Combi Boiler: there will be no radiators present and no pressure gauge on the appliance.

Code 7: KITCHEN RANGE

Where there is a kitchen range providing the hot water, the actual fuel will be identified through a subsequent question on the water heating fuel.

Code 8: GAS CIRCULATOR

Small, compact appliances (often with open flue) which are miniature boilers connected to a storage cylinder. No radiators. As they do not provide space heating, they are normally used in association with individual gas room heaters.

Code 9: SEPARATE BACK BOILER

The back boiler will usually be built into the chimney breast and located behind a gas fire or solid fuel fire or heater. The back boiler may be detected by water pipes running into and out of the fireplace, controls located at the bottom of the closed heater, or an On/Off switch located in the wall near the fireplace. However, the easiest way to detect the presence of back boilers is to ask the householder.

This code should only be used where the back boiler only provides hot water, that is, there are no radiators for space heating purposes attached to the back boiler.

Code 10: COMBI BOILER

NOT TO BE USED

Code 11: SEPARATE BOILER

If this separate boiler is a condensing boiler, then use Code 12 rather than Code 11.

Code 12: SEPARATE CONDENSING

Condensing boilers are characterised by a white plastic drain pipe (usually either 19mm or 32mm) running from the bottom of the boiler to a suitable external drain. The drain will not de made of metal. A condensing boiler is the only type of boiler with such a plastic drain pipe.

NOTE: Codes 11 and 12 should be used for those rare instances where a separate boiler is providing only hot water and no space heating (that is, there are no radiators attached to the boiler system) and cannot be coded in any of the above categories.

L14 WHAT IS THE WATER HEATING FUEL?

The codes and the descriptions for the water heating fuels are identical to those for the space heating codes.

Where an appliance can be fed with different fuel types, surveyors should record the first appropriate fuel type from the following sequence:

OIL / GAS / COAL / ELECTRICITY.

Code 1: GAS (MAINS)

Supplied by British Gas via connection to the national gas grid.

Code 2: BULK LPG - LPG (Liquefied Petroleum Gas)

A large storage tank will be located outside the dwelling and within site of the drive way. Delivery will be via a large LPG tanker supplied by such companies as Calor Gas or MacGas, usually in the remoter areas of Scotland which are not connected to the national gas grid. This LPG will usually be used to fuel a central heating system within the dwelling.

Code 3: BOTTLED GAS

Better known as 'Calor gas'. Usually supplied in small (15kg) cylinders.

Code 4: OIL (35 Sec)

Code 5: OIL (28 Sec)

While the boiler may look very similar to a gas-fired boiler, there will be no gas meter and there will be a large storage tank for the oil. This may be outside the dwelling, or may be in a cellar or basement.

The terms 35 sec and 28 sec refer to the thickness of the oil being supplied to the household. The type of oil should be identified upon the household fuel bill. PLEASE ASK TO SEE A RECENT DELIVERY NOTE. Oil (28 Sec) is in more common usage than Oil (35 sec) and should be used by the surveyor as a default if the type of oil is not available from a fuel bill.

Code 6: HOUSE COAL/PEARLS

Code 7: SMOKELESS FUEL (PROCESSED)

Code 8: ANTHRACITE NUTS

Code 9: ANTHRACITE GRAINS

These relate to various grades and types of solid fuel supplied to the household. The two most common types of solid fuel are 'House Coal' and 'Smokeless Coal'. House coal is cheaper of the two and may be supplied and purchased in areas that are not designated smokeless zones.

Anthracite nuts and grains are usually smaller sized, more expensive, higher grade solid fuels that are used in solid fuel boilers with automatic feed systems.

Code 10: WOOD

Code 11: PEAK ELECTRIC (DOMESTIC TARIFF - ON-PEAK)

The standard domestic household tariff indicated by a single electric meter with only one set of dials or digits. This is usually the tariff where there are only direct acting electric heaters (such as electric bar fires, fan heaters, or panel heaters) in the dwelling .

Code 12: OFF PEAK ELECTRIC (DAY RATE)

This refers to the higher rate Standard Economy or White Meter day rate tariff. The only time this tariff is likely to apply is where the dwelling previously had a storage heating systems or an underfloor electric heating system installed that has been removed or disconnected since, and are now relying on direct acting electric heating. The electricity meter will have two sets of digits or dials and is likely to have a time clock nearby.

Code 13: OFF PEAK ELECTRIC (NIGHT RATE)

This option should be selected for any off peak electric heating system (whether an electric storage heating or electric boiler system) that is charged on any tariff other than the Standard tariff (see Code 10) or a preserved tariff (see Code 14) such as the Standard Economy or Total Heating with Total Control in the Scottish Hydro region or any of the White Meter, Comfort Plus, or Economy 2000 tariffs in the Scottish Power region. There will be at least two sets of digits or dials on the electricity meter. there may even be two meters or three sets of digits or dials present.

Code 14: PRESERVED TARIFF

Preserved tariffs are a legacy of the old underfloor electric heating systems or the old-fashioned, very large block storage heaters. They are only likely to be found in multi-storey blocks of flats. In the Scottish Power region, these tariffs are referred to as 'OFF Peak Tariff C' or 'Off Peak Tariff D' tariffs on the fuel bill. In the Scottish Hydro region, these tariffs are referred to as Tariff A, Tariff B, Tariff C, and Tariff D.

NOTE: To distinguish between some of the fuel types listed above (including the various electricity tariffs) it may be necessary to look at a fuel bill/ invoice from a fuel supplier.

Code 88: NOT APPLICABLE

Use this code if none of the above options apply. This will be very rare.

Code 99: UNOBTAINABLE

This code should be used by surveyors if they are unable to gain access to the heating to determine the Primary Heating fuel.

L15 CENTRAL HEATING SOURCE

Code 1: NO REPAIRS 0-5%

There are no repairs, or any repairs amount to less than 5%, to the heating source.

Code 2: MINOR REPAIRS 5-25%

With a wet central heating system Code 2 equates to a renewal of the pump or the control. With a dry central heating system Code 2 equates to an overhaul, adjustment and resetting of the controls.

Code 3: MEDIUM REPAIRS 25-60%

With a wet central heating system Code 3 equates to renewal or relining of boiler flue. With a dry central heating system Code 3 equates to a renewal of the flue and the air supply.

Code 4: RENEW 60-100%

With a wet central heating system Code 4 equates to a complete renewal of the boiler with or without the replacement of flue controls and pumps.

NOTE: Repair combined boilers at K11 (hot water system). With a dry central heating system Code 4 equates to repairs ranging from the renewal of the distribution system to a renewal of the flue and the heat exchanger (or separate central heating controls for an electric system).

Code 8: NO SUCH CENTRAL HEATING

The dwelling does not have a central heating system.

Code 9: UNOBTAINABLE

The surveyor is unable to gain access to the central heating source.

L16 CENTRAL HEATING DISTRIBUTION

Code 1: NO REPAIRS

There are no repairs, or any repairs amount to less than 5%, to the heating distribution system.

Code 2: MINOR REPAIRS 5%-25%

With a wet central heating system Code 2 equates to minor repairs to leaks and valves.

With a dry central heating system Code 2 equates to minor repairs to duct work, power outlets or main thermostat.

Code 3: MEDIUM REPAIRS 25-60%

With a wet central heating system Code 3 equates to the renewal of approximately half of the radiators in the system.

With a dry central heating system Code 3 equates to the renewal of the distribution system to one room in the dwelling.

Code 4: RENEW 60-100%

With a wet central heating system Code 4 equates to the renewal of all radiators in the system with or without the renewal of all pipe work.

With a dry central heating system Code 4 equates to repairs ranging from the renewal of 50% of the distribution system to the renewal of all the duct work and outlets/floor or ceiling elements/storage heaters.

Code 8: NO SUCH CENTRAL HEATING

The dwelling does not have a central heating system.

Code 9: UNOBTAINABLE

The surveyor is unable to gain access to the central heating source.

L17 WHAT IS THE FUEL TO THE SECONDARY HEATING? (ROOM HEATERS ONLY)

Where a dwelling has more than one heating system, the Secondary Heating system is recorded at this question. Where Room Heaters are the Primary Heating, they should be coded accordingly at L1.

NOTE: All secondary heating options are forms of Room Heaters.

Code 1: NO SECONDARY SYSTEM

There is only the one type of fixed heating system or appliance installed in the dwelling.

Code 2: GAS 'COAL EFFECT' FIRE

An obvious form of heater, but distinguished from other gas fires because of their poorer combustion efficiency. There will be a pipe attached to the 'coal effect' part of the fire. The gas 'coal effect' fire may be located in the fire place or in front of the fire place.

Code 3: OTHER GAS FIRE

All other types of gas fire (i.e. old style, modern, or condensing; open or balanced flue) with the exception of gas 'coal effect' fires which are recorded using Code 2.

Code 4: OPEN SOLID FUEL FIRE

Fireplace with a chimney breast and grate. Fuel may be any of the Solid Fuel options set out at L5 or Wood.

NOTE: An open fire place on the ground floor of a dwelling (for example in the lounge or dining room) (whether used or not by the household) should be counted as a Secondary Form of heating under this option unless the fireplace is blocked up and/or sealed. Where there are open fireplaces on the upper floors, and they are not used by the occupants, then these are NOT counted as Secondary Heating.

Code 5: CLOSED SOLID FUEL FIRE

The fuel is burned within an enclosed appliance with a door at the front. The heater may be located within the fire place or elsewhere in the room.

NOTE: Ensure that the Solid Fuel Closed Fire is not really a 'coal effect' gas fire.

Code 6: ELECTRIC ROOM HEATERS

Electric bar fires, fan heaters, oil filled radiators, panel heaters, down flow heaters and the direct acting element on a Combination Storage Heater are all included here.

Code 8: NOT APPLICABLE

Use this code if none of the above options apply, but there is a secondary form of heating present within the dwelling.

Code 9: UNOBTAINABLE

The surveyor should use this code if they are unable to able to gain access to parts of the dwelling in order to determine the secondary heating fuel.

L18 IS THE LOFT SPACE INSULATED?

The TOTAL thickness of loft insulation is entered into the NHER Level 0 program (see Codes below).

Where the level of insulation varies, the surveyor should estimate the average thickness of the insulation across the overall roof space. Thus, if half of the loft area has 100 mm of insulation and the rest none, the average would be 50 mm.

NOTE: Do not look solely around the loft hatch opening, as the insulation in this area tends to get compressed when people access the loft space. Be sure to examine the areas near the eaves to ensure coverage although surveyors are not expected to enter the loft space. Partially boarded areas and items stored in the loft space do not constitute insulation and are therefore ignored in the averaging out of the total thickness.

The surveyor should not attempt to guess the thickness of the loft insulation.

Code 0: NONE

Code 1: 25mm

Code 2: 50mm

Code 3: 75mm

Code 4: 100mm

Code 5: 150mm

Code 6: 200mm

Code 7: >200mm

Code 8: NOT APPLICABLE

The roof is a non-heat loss roof as described at B5.

Code 9: UNOBTAINABLE

Where the thickness of the insulation cannot be determined because of a lack of access or because of a flat roof, the surveyor should enter Code 9.

The computer program will select as a default the appropriate Scottish Building Regulation standard for dwellings of the relevant age.

L19 IS THE INSULATION TO THE HOT WATER STORAGE SATISFACTORY?

Code 1: YES

The hot water storage tank or cylinder is satisfactory insulated by:

- a well fitted jacket at least 50mm thick;
- sprayed insulation; or
- any other type of insulation of equal performance.

Code 2: NO

The insulation to the hot water storage tank is not satisfactory.

Code 3: NO INSULATION

The hot water storage tank or cylinder has no insulation.

Code 8: NO HOT WATER STORAGE

This code should be used for dwellings that have:

- no hot water storage; or
- only have instantaneous systems.

Code 9: UNOBTAINABLE

L20 IS THE LOWEST HABITABLE FLOOR INSULATED?

The total thickness of floor insulation is entered into the NHER Level 0 program using the codes below. Where the level of insulation varies, estimate the average thickness.

The surveyor should not attempt to guess the thickness of the floor insulation.

Code 1: NONE

Code 2: 25mm

Code 3: 37.5mm

Code 4: 50mm

Code 5: 75mm

Code 6: 100mm

Code 8: NOT APPLICABLE

Use code 8' to indicate a non-heat loss floor. The dwelling will be a non-ground floor flat or maisonette.

Code 9: UNOBTAINABLE

Where the thickness of the floor insulation cannot be determined, because of lack of access, the surveyor should enter Code 9'. The surveyor may inquire of the householder if they (or their landlord) have been responsible for installing any floor insulation, and the thickness, but the present householder is unlikely to be aware of what was done by previous occupants.

Few dwellings have been built with any floor insulation to date as this was only required by the Scottish Building Regulations for dwellings going through Building Warrant after April 1, 1991. The computer program will select as a default the appropriate Scottish Building Regulation standard for dwellings of the relevant age.

L21 IS THE INSULATION TO OWN TANKS AND PIPES IN LOFT SATISFACTORY?

Code 1: YES

All exposed tanks and pipes in the roof/loft space belonging to the selected dwelling are satisfactorily insulated.

Surveyors should include under this code tanks and pipes that are:

- covered with a general insulation blanket; or are
- located in a roof/loft space with a rigid insulation system fixed to the underside of the roof timbers (warm roof).

Code 2: NO

The exposed tanks and pipes in roof/loft space are not satisfactorily insulated.

NOTE: This code should be used for situations where the loft may be insulated at the lower ceiling level while the tanks and pipes are left exposed above.

Code 3: NO INSULATION

The exposed tanks and pipes in roof/loft space have no insulation covering.

Code 4: NO LOFT SPACE

The selected dwelling does not have a roof/loft space.

Code 8: NOT APPLICABLE

The tanks and pipes belonging to the selected dwelling are not located within the roof/ loft space.

Code 9: UNOBTAINABLE

The surveyor is unable to gain access to the roof/loft space.

PRIMARY and SECONDARY HEATING· Practice exercises

Case Study No. 1

During the survey you encounter the following arrangement of heating and hot water appliances within the dwelling

- a coal-fired boiler supplying radiators in all of the rooms of the dwelling and the hot water cylinder,
- an open fire place in the lounge, the dining room and one of the upstairs bedrooms,

What is the primary heating?	
What is the secondary heating?	
What is the hot water system?	

Case Study No 2

During the survey you encounter the following arrangement of heating and hot water appliances within a dwelling that comprises a lounge, dining room, kitchen, hallway, a WC, a bathroom and three bedrooms

- a gas fire with back boiler in the dining room
- the back boiler supplies heat to the radiators in three bedrooms, the kitchen, the bathroom, the WC, and the hallway and to the hot water cylinder,
- an open fire place in the lounge,
- an electric immersion heater on the hot water cylinder and a on/off switch in the kitchen

What is the primary heating?	
What is the secondary heating?	
What is the hot water system?	

Case Study 3

During the survey you encounter the following arrangement of heating and hot water appliances within a dwelling that comprises a lounge, dining room, kitchen, hallway, a bathroom and four bedrooms

- in the kitchen, there is a gas-fired Aga cooker which provides hot water and heat through two radiators in the hall and the dining room,
- gas fires in the lounge and three of the four bedrooms,
- the fourth bedroom has an electric fire built into a disused chimney
- no heating in the bathroom

What is the primary heating?	
What is the secondary heating?	
What is the hot water system?	

Case Study 4

During the survey you encounter the following arrangement of heating and hot water appliances within a dwelling that comprises a lounge, kitchen, hallway, a bathroom and three bedrooms

- a gas fire in the lounge,
- an electric storage heater in the hall,
- free standing oil-filled electric radiators plugged into electricity outlets in three bedrooms,
- a wall mounted down flow heater in the kitchen and the bathroom,
- an electric immersion heater on the side of the bottom of the hot water cylinder

What is the primary heating?	
What is the secondary heating?	
What is the hot water system?	

Case Study 5

During the survey you encounter the following arrangement of heating and hot water appliances within a dwelling that comprises a lounge, kitchen, hallway, a bathroom and three bedrooms

- a gas fire in the lounge,
- two portable bottled gas cylinders that the occupants move between the three bedrooms ,
- no heating in any other room,
- an electric immersion heater on the top of the hot water cylinder
- an electricity meter with only one digital display

What is the primary heating?	
What is the secondary heating?	
What is the hot water system?	

Case Study 6

During the survey you encounter the following arrangement of heating and hot water appliances within a dwelling that comprises a lounge, kitchen, hallway, a bathroom and three bedrooms

- a gas fire in the lounge,
- a gas fired wall mounted boiler in the kitchen that supplies heat to radiators in all of the rooms of the house including the lounge,
- no hot water cylinder
- an open fire place in the large bedroom upstairs

What is the primary heating?	
What is the secondary heating?	
What is the hot water system?	

3

Case Study 7

During the survey you encounter the following arrangement of heating and hot water appliances within a dwelling that comprises a lounge, kitchen, hallway, a bathroom and two bedrooms

- an electric bar fire in the lounge,
- a storage heater in the lounge and the hall,
- no heating in the rest of the house
- an electric immersion heater at the top of the hot water cylinder
- an electricity meter with two digital displays, one labelled 'Normal', the other 'Low'

What is the primary heating?	
What is the secondary heating?	
What is the hot water system?	

Case Study 8

During the survey you encounter the following arrangement of heating and hot water appliances within a very highly insulated dwelling that has large double glazed windows (over 80% of all the glazed area) on the south facing elevation and very small windows on the north elevation The dwelling comprises a lounge, kitchen, dining room and hallway downstairs and a bathroom and four bedrooms upstairs

- a gas boiler supplying heat to the radiators to all of the downstairs rooms and the hot water cylinder There is a plastic pipe running out from beneath the gas boiler;
- a storage heater in the lounge and the hall,
- no heating in the upstairs rooms The occupants claim that the bedrooms are always warm enough without heating

Is the dwelling adequately heated? (yes or no)	
What is the secondary heating?	
What is the hot water system?	

4

NHER: MODEL ANSWERS

CASE STUDY 1

What is the primary heating? Boiler with radiators system.

Solid fuel, although specific type unknown.

What is the secondary heating? Solid fuel open fires.

What is the hot water system? From primary heating system.

NOTE: Straight forward.

CASE STUDY 2

What is the primary heating? Boiler with radiators system (gas-fired back boiler). Type to be determined (ie. pre >79, post >79 or condensing)

What is the secondary heating? Solid fuel open fires.

What is the hot water system? From primary heating system.

NOTE: Two complications.

- two choices for secondary heating, gas fire in dining room and open fire in lounge.

  Open fire selected because it heats the lounge.

- two choices for water heating, from gas-fired back boiler or electric immersion heater.

  Gas-fired back boiler selected (ie. from primary heating). Immersion heater is only intended as a back-up.

CASE STUDY 3

What is the primary heating? Boiler with radiator system. Aga and radiators.

Type to be determined (ie. pre >79, post >79 or condensing)

What is the secondary heating? Gas fires - other.

What is the hot water system? From primary heating.

NOTE: The Aga is no different here than any other gas-fired back boiler and thus can be entered as a boiler with rad. system.

There is a choice of secondary heating between gas fires in four rooms (including the lounge) and electric bar fires. Choose the gas fire because it heats the lounge and most of the rooms.

CASE STUDY 4

What is the primary heating? Electric storage heater.

Type to be determined: old, new or fan assisted.

What is the secondary heating? Gas fire

What is the hot water system? Electric immersion - single off-peak.

NOTE:

- Ignore the three oil filled radiators. They are not fixed and so they are counted as portable heaters.

- There is therefore a choice between the gas fire, the storage heater and two down flow heaters.

  The convention to be adopted states that if there is a choice between a system and room heaters the system should be chosen therefore the primary heating is electric storage heater.

  There is a choice for secondary heating between the gas fire and two down flow heaters. The gas fire is selected because it heats the lounge.

  Because there is off-peak heating the electric immersion heater will also be on an off-peak tariff. Bottom entry only indicates a single immersion.

CASE STUDY 5

What is the primary heating? Gas Fire

What is the secondary heating? None

What is the hot water system? Electric immersion, single on-peak.

NOTE:

- Ignore the LPG cylinder. Therefore the only fixed heating in the house is a gas fire which must therefore be the primary form of heating.

  There is no secondary heating.

- The electricity meter indicates that there is only an on-peak tariff present, therefore there is a single immersion.

  Even if a double immersion was installed it would make no difference to the fuel bill.

CASE STUDY 6

What is the primary heating? Boiler with radiators - combi boiler.

Post >79 (combis only appeared after 1987 and condensing combis are not here yet).

What is the secondary heating? Gas fire in lounge. Ignore the open fire in the upstairs bedroom.

What is the hot water system? From primary heating.

Provides heating and hot water.

NOTE: Straightforward.

CASE STUDY 7

What is the primary heating? Storage heater - electric off-peak (twin displays on meter).

What is the secondary heating? Electric room heater.

What is the hot water system? Electric immersion heater - likely to be dual immersion off-peak, but not determinable from above description without further investigation.

NOTE: Straight forward.

CASE STUDY 8

What is the primary heating? Condensing gas boiler with radiators.

What is the secondary heating? None.

What is the hot water system? From primary heating.

NOTE: Badly written description but conventions work.

If there is a choice between two systems, choose the one that heats the most rooms and preferably the lounge and hot water. Ignore the other one.

The gas boiler heats most of the rooms, the lounge and the hot water so it is the primary form of heating.

The electric storage heating is ignored, as only room heaters can be entered as secondary.

The boiler is identifiable as a condensing type due to the presence of the plastic pipe.

SECTION M - CHARACTERISTICS OF COMMON ACCESS

M1 IS THE DWELLING PART OF A BLOCK WITH COMMON ACCESS?

NOTE: SEE DIAGRAM M1 - COMMON ACCESS TO BLOCK

Common access occurs where two or more flats within a block share either:

- a common entrance, with or without stair access; or

- an external staircase.

The presence of flats within the block which have their own independent access does not prevent the block being classified as a block with common access.

The sharing of footpaths and external steps at ground level is excluded from this assessment.

Surveyors should remember the definition of common block they used at C1.

Code 1: YES

The selected dwelling is located within a block which has common access.

The selected dwelling need not itself be entered from the common access but it must form part of a block in which common access exists for two or more flats.

Where surveyors record Code 1 they should complete Sections M, N and O.

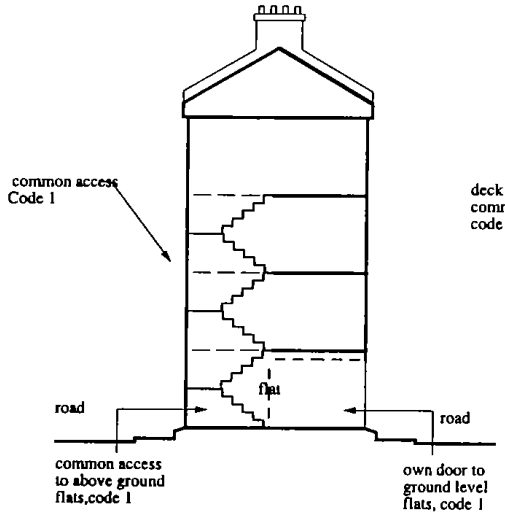
Code 2: NO

The selected dwelling is not located within a block which has common access. It is either a house or a flat within a block, each with its own independent access (4-in-a-block type and some conversions).

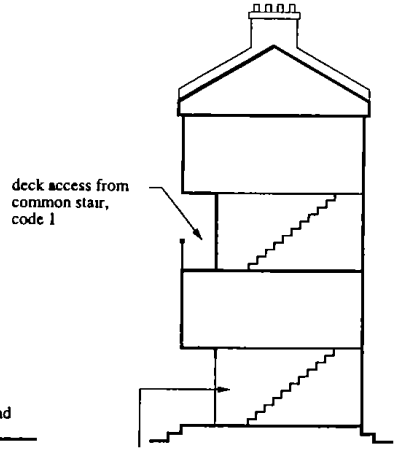
Where surveyors record Code 2 they should leave Sections M, N and O blank and proceed to Section P.

Diagram M1 Common Access to block

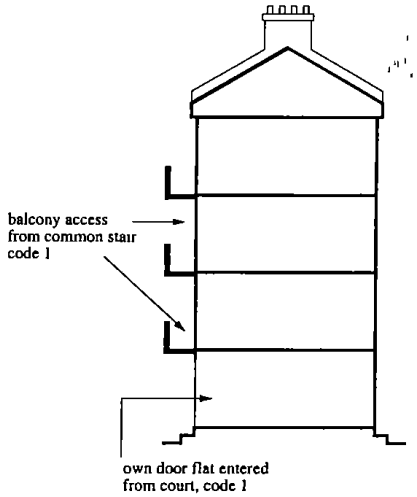
All flats on this page including those with their own door, are located within blocks containing common access - code 1



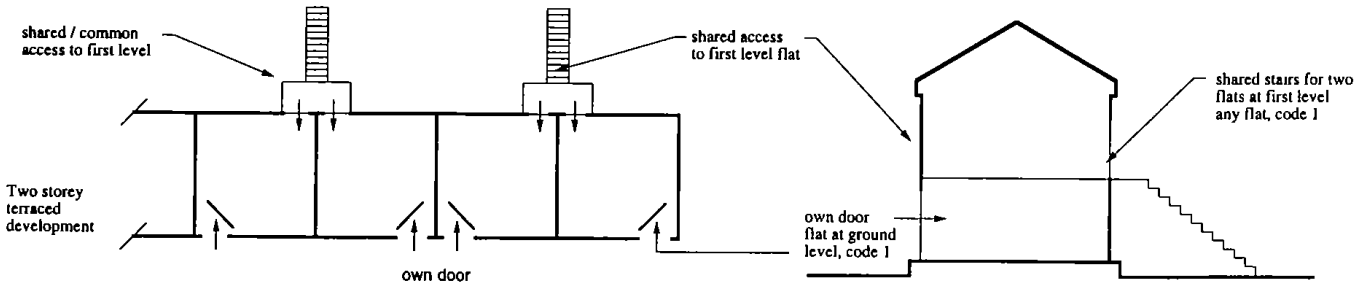
Block with own door flats at ground level



Deck access block with own door maisonettes at ground level



Balcony access block with own door flats at ground level



M2 TYPE OF COMMON ACCESS IN THE BLOCK

NOTE: SEE DIAGRAM M2 - TYPE OF COMMON ACCESS TO BLOCK

The surveyor should record the type of common access within the block.

Where a flat has its own independent access but is part of a block that contains flats that have shared access it is the type of shared access that should be recorded here.

Code 1: GROUND ONLY

The entrance doors to two or more flats are in a shared hall or passageway.

There should be no stairs or lifts within the shared hall or passageway.

Code 2: LANDING

The entrance doors to two or more flats are from a shared stair and landing. Where single flats are served by their own stair from a common hall or passageway they should be record here.

For the purposes of this survey, landings can contain up to (and including) six flats.

Where more than six flats are accessed from a level it is classified as a passage (Code 3).

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This classification will largely comprise traditional "walk-up" closes.

Code 3: PASSAGE

The entrance doors to seven or more flats are from internal corridors or internal passageways.

This classification comprises traditional "walk-up" closes and multi-storey flats.

Code 4: DECK

Deck access comprises flats with habitable rooms above or below walk ways.

Code 5: BALCONY

Balcony access comprises walk ways that project beyond the main face of the block and which are not contained within the main roof line.

Code 6: GALLERY

Gallery access comprises walk ways that are usually open (to the air) contained within the main roof line of the block.

Code 7: OTHER

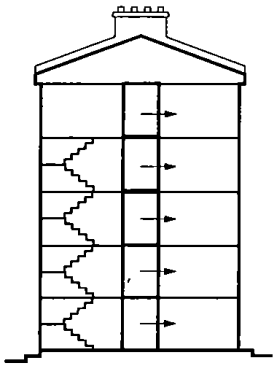
Code 7 (Other) should be used for:

- flats that are entered directly from a lift hall (usually towers).

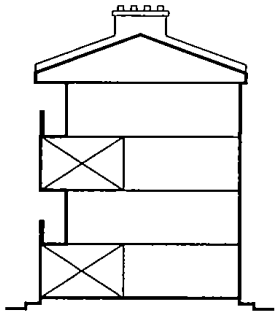
  However, there will almost always be a stair associated with the lift. This stair should be included when assessing the common access.

NOTE: When surveyors cannot classify the common access into any of the preceding categories (Codes 1 - 6) they should contact their monitor.

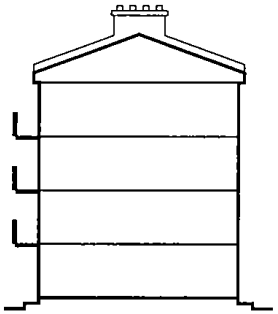
Diagram M2 Type of Common access to block



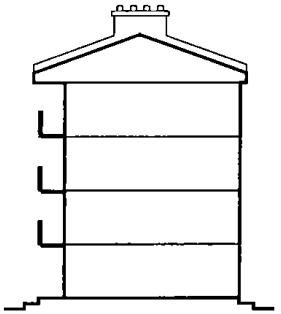
Corridor / passage access, Code 3



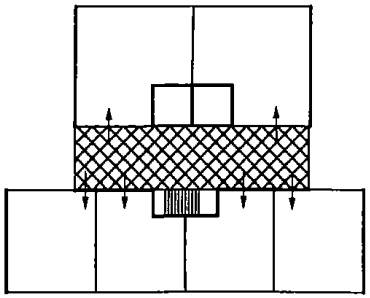
Deck-access over room, Code 4



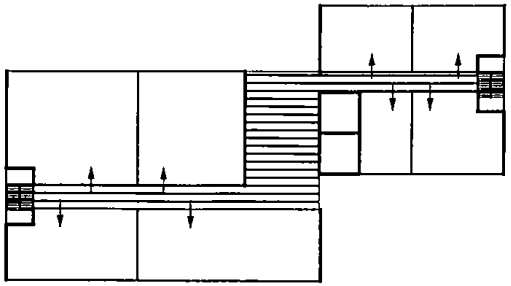
Projecting balcony, code 5



Gallery under roof, Code 6



Tower block with lift hall, Code 7



Slab block with corridor / passage access, Code 3

Note -
Codes 1 and 2 not shown, see manual

M3 NUMBER OF STAIRCASES IN THE BLOCK

The repair assessment at N1 is based upon the number of stairs recorded here.

SPECIFY: Specify the number of common staircases associated with the common block.

Include any staircases used when lifts are out of order.

Do not include fire escape stairs within this assessment. Fire escape stairs are those which have escape from fire as their primary purpose (external metal stairs). Stairs that may form part of an escape route but which are also used for other purposes are to be included.

Code 8: NO STAIRCASES

There are no staircases within the block.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if there are any staircases within the block.

M4 NUMBER OF LIFTS IN THE BLOCK

The repair assessment at N7 is based upon the number of lifts recorded here.

SPECIFY: Specify here the number of passenger car lifts in the block.

Code 8: NO LIFTS

There are no lifts within the block.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if there are any lifts within the block.

M5 ARE LIFTS SUITABLE FOR WHEELCHAIR USERS?

This question is designed to establish if lifts within the block are suitable for independent use by wheelchair users.

In order for a lift to be suitable for this type of use it must satisfy the following criteria:

- the doors must be a minimum of 800mm wide;
- the internal dimensions of the passenger car must be a minimum of 1400mm deep and 1100mm wide;
- lift controls, both in the hallway and inside the passenger car, must be reachable by a wheelchair user. This requires controls to be:
  - a maximum of 1200mm above ground level; and
  - at least 400mm in from the front wall of the passenger car;
- lift doors must remain open for at least 5 seconds; and
- the landings from which the lift is entered should allow sufficient space (at least 1.5 metres square) for a wheelchair user to manoeuvre.

Code 1: YES

The lift, its controls and the landings from which it is entered satisfy all of the above requirements.

Code 2: NO

The lift, its controls and/or the landings from which it is entered do not satisfy all of the above requirements.

Code 8: NO LIFTS

There are no lifts within the block.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if any lifts within the block are suitable for use by wheelchair users.

M6 IS THE COMMON CIRCULATION AREA BARRIER FREE?

The term >Barrier Free= is taken to mean that a person in a wheelchair, or using a walking aid (Zimmer Frame etc.) can pass through an entrance door to the block and make their way to the entrance door to all of the dwellings within the block.

This entrance door need not be the front door to the block, but should be the same door recorded at B8 for flats with common access.

To achieve this level of access within the block:

- passages must be at least 900mm wide free of obstruction.
- doors must be at least 750mm wide.

NOTE: Wheelchair users find it extremely difficult to turn 90 degrees (a right angle) in a 900mm wide passageway to enter a 750mm wide door.

Therefore to be able to enter flats that require a 90 degree turn:

- the passageway must widen to at least 1200mm opposite 750mm wide entrance doors to flats; or

- the entrance door to the flat must be at least 900mm wide.

For the purposes of this survey any change in level greater than 20mm within the internal common circulation areas will render these areas unsuitable for Barrier Free access and should therefore be recorded using Code 1 (No).

In multi-storey blocks surveyors should inspect the lift hall at the level of the selected dwelling along with the floor above and the floor below where these exist along with the entry level areas.

Code 1: NO

The common circulation areas do not satisfy the above requirements and are therefore not Barrier Free.

Code 2: YES

Common circulation areas satisfy the above requirements and are Barrier Free.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if common circulation areas are Barrier Free.

M7 IS THERE ANY ENTRY SYSTEM?

Code 1: YES, BELL TO EACH FLAT

Each flat within the block has its own door bell located at the main entrance door to the block.

This will usually be connected to a door entry system but this is not a requirement of this answer category.

Unless there is obvious evidence to the contrary it should be assumed that the presence of a bell within the selected flat indicates that each flat within the block will have the same provision.

Code 2: YES, ENTRY PHONE

There is an entry phone system that allows the occupants of dwellings within the block to speak with someone at the main entrance door and to remotely control their access .

Unless there is obvious evidence to the contrary it should be assumed that the presence of a hand set within the selected flat indicates that each flat within the block will have the same provision.

Code 3: CONCIERGE

For the purposes of this survey it is assumed that blocks with a concierge will have either a bell or entry phone system to each flat. Code 3 (indicating the presence of a concierge) should therefore take precedence over Codes 1 or 2.

Code 4: NO

There is no communal entry system to the block or the provision of the communal entry system does not extend to every flat within the block.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if there is a communal entry system to the block.

M8 IS THERE A SURVEILLANCE CAMERA(S) IN AREAS OF COMMON ACCESS?

Code 1: NO

There are no surveillance cameras covering internal or external areas of common access to the block.

Code 2: **YES**

There is a surveillance camera(s) covering areas of common access.

Surveillance cameras can be recorded here by the surveyor whether they are covering internal or external areas of common access. Cameras that form part of an entry system should be recorded within this assessment.

Code 9: **UNOBTAINABLE**

The surveyor is unable to determine if there is a surveillance camera(s) to the common access to the block.

SECTION N - REPAIRS TO COMMON ACCESS

Surveyors should undertake the following sequence in their inspection of the elements within the common access.

- Determine the presence of a defect and record the level of disrepair.
- Consider if the action required to remedy any disrepair is urgent.
- Assess the residual life of the element after any disrepair has been remedied.

NOTE: **Surveyors are expected to inspect every floor within a walk up block.**

In multi-storey blocks surveyors should inspect the lift hall at the level of the selected dwelling along with the floor above and the floor below (where these exist).

REPAIR SCORES

Section M records the presence of disrepair to 13 elements/groups of elements within the common access on an area or lineal basis on the day of the survey (do not anticipate future disrepair). Any disrepair to an element, or group of elements, is to be considered by the surveyor in terms of a percentage of the total amount of that element present within the common access.

The evaluation and recording of repair scores follows the same methodology used in Section F (Repairs by Room). Therefore:

Code "00" represents an element(s) in good repair requiring no remedial work or an element(s) that is assessed by the surveyor to require less than 5% repair.

Element(s) with less than 5% disrepair that may, in the surveyor=s opinion, represent a threat to the health, safety or well being of the occupants can be "flagged" by recording them as "01".

Code "01" covers repairs in the range 05% to less than 15%;
Code "02" covers repairs in the range 15% to less than 25%;

Code "08" covers repairs in the range 75% to less than 85%;
Code "09" covers repairs in the range 85% to less than 95%.
Code "10" represents serious disrepair requiring renewal of 95% or more.

NOTE Surveyors must undertake their assessment of each element in isolation. The surveyor must not take account of associated work to other elements. The computer program used by Scottish Homes to establish the cost of work has an in-built allowance for the cost of associated work and therefore recording associated work separately, where it is not justified in its own right, will result in an over-counting of costs.

The surveyor=s assessment of the area of the element in disrepair can either reflect one occurrence of a defect or the aggregate area of two or more defects.

Guidance on the assessment of repair is provided in Part 3, item 3.2.3.

URGENCY OF REPAIR

Surveyors are required to record whether or not repairs recorded are in need of urgent attention.

Urgent repairs are:

- those associated with keeping the building envelope in a wind and weather tight condition. If left unattended, these repairs will result in a further deterioration in the fabric of the block/dwelling; or

- those associated with the health, safety or well being of the occupants of the block/dwelling.

Code 1: YES, THE REPAIR IS URGENT

Code 2: NO, THE REPAIR IS NOT URGENT

Code 8: NOT APPLICABLE

- there is no repair required to the element(s). There cannot be an assessment of the urgency of a repair that does not exist;

- the element(s) does not exist.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if the element(s) exist.

RESIDUAL LIFE

Surveyors are required to provide an estimate of the residual life of an element assuming that any disrepair recorded at the REPAIRS column is repaired immediately. This estimate is to be made for the whole element and not just that part of it that may require repaired. The answer code used by the surveyor should reflect the number of years that will elapse before the replacement of the element(s) becomes the only sensible option. This will normally represent the remaining life of that portion of the element(s) that does not require repair at this time.

The table below outlines **all** possible combinations of scores to be recorded in Section N.

REPAIRS	URGENCY	RESIDUAL LIFE
"00"	"8"	"1", "2", "3" or "4"
"01" - "10"	"1" or "2"	"1", "2", "3" or "4"
"88"	"8"	"8"
"99"	"9"	"9"

EXPECTED LIFE OF MATERIALS/ELEMENTS

The following list is provided as guidance on the expected life of materials/elements when first installed. This list should only be used as an aid in the surveyor=s assessment as many factors will contribute towards the life expectancy of a material/element.

It is most important that the surveyor=s assessment of the residual life of an element/material should be derived from a review of its condition in conjunction with its expected life. Because a softwood window is 25 years old does not automatically mean that it should be replaced.

The surveyor should assume that normal maintenance is undertaken in their assessment of the residual life of elements.

QUESTION	MATERIAL/ELEMENT	EXPECTED LIFE (Years)
N1	Stairs, landings and balustrades	30 - 100
N2	Access balcony/gallery/decks & balustrades	30 - 100
N3	Halls and passages	30 - 100
N4	Wall finishes	Plaster 30 - 60
N5	Ceiling and soffit finishes	Plaster 30 - 60
N6	Doors, screens, windows and roof lights	Softwood 25 - 60 Hardwood 30 - 50 UPVC 30 - 50 Metal 30 - 50
N7	Lifts	30 - 50
N8	Decoration	5 - 10
N9	Service Mains	25 - 40
N10	Public lighting to common areas	20 - 30
N11	Communal security systems	15 - 25
N12	Refuse chutes/chambers	30 - 60
N13	Bin stores	30 - 60

N1 STAIRS, LANDINGS AND BALUSTRADES

The surveyor should base this assessment on the staircases recorded at M3 (Number of staircases in the block).

N2 ACCESS BALCONY/GALLERY/DECKS AND BALUSTRADES

Surveyors should assess the horizontal component of access balconies, galleries and decks here.

The vertical component of these access types should be recorded at N1.

N3 HALLS AND PASSAGES (7 OR MORE FLATS PER LEVEL)

Surveyors should assess the horizontal component of halls and passages here.

The vertical component of these access types should be recorded at N1.

NOTE: The surveyor should only assess the standard of repair of the type of common access present within the block (M2).

There will normally only be one form of common access within a block and the surveyor should therefore assess the standard of repair against the appropriate question (N1, N2 or N3) and record "88"/"8"/"8" (not applicable) against the other two questions.

Where more than one type of common access is present within the block (Code 7 at M2) the surveyor should assess the disrepair against the two or three appropriate questions from N1, N2 and N3.

N1/N2/N3: The assessment of condition relative to questions N1, N2 and N3 should be made on an area basis. The surveyor=s assessment should include the following:

- cracking or disintegration of concrete slab or treads to stairs;
- evidence of movement of slab;
- corrosion to steelwork;
- damage to finishes;
- broken sections to balustrades, loose or missing guardrails/handrails;
- damaged or ineffective fixings.

N4 WALL FINISHES

Disrepair to wall finishes is assessed on an area basis. The surveyor=s assessment should include the following:

- disrepair to all proprietary finishes including skirtings;
- cracking, crumbling or un-bonding of plaster/render;
- decaying boarding or mortar joints.

N5 CEILING AND SOFFIT FINISHES

Disrepair to ceiling and soffit finishes is assessed on an area basis. The surveyor=s assessment should include the following:

- cracking, crumbling or un-bonded plaster/render;
- bulging to ceiling linings or soffits;
- loose lining boards;
- impact damage.

N6 DOORS, SCREENS, WINDOWS AND ROOF LIGHTS

Disrepair to doors, screens, windows and roof lights is assessed on an cumulative unit basis. Surveyors should apportion disrepair in line with the guidance given for individual elements.

The surveyor=s assessment should include the following:

- distorted or unseated frames;
- rotting or broken woodwork or metalwork;
- broken/rusting/corroding ironmongery or fittings;
- defective putty, mastic or other sealant/flashings;
- broken glazing;
- impact damage.

N7 LIFTS

Disrepair to lifts is assessed on all of the lifts recorded at M4 (Number of lifts in the block).

The surveyor=s assessment should be restricted to disrepair to the following elements (the percentages indicate the proportion that each element represents within the whole):

- lift call panel; 10%
- lift control panel; 10%
- lift car; 60%
- lift doors. 20%

Disrepair to lifts is usually linked to vandalism.

NOTE: **The surveyor is not expected to inspect the lift motor room and the operational status of lifts is not to be considered here.**

N8 DECORATION

Disrepair to decoration is assessed on an area basis.

N9 SERVICE MAINS

Disrepair to service mains (including dry risers) is assessed on a linear basis.

N10 PUBLIC LIGHTING TO COMMON AREAS

Disrepair to public lighting (including emergency lighting if present) is assessed on a linear (wiring) and unit (light fittings) basis.

N11 COMMUNAL SECURITY SYSTEMS

Disrepair to communal security systems is assessed upon the condition of :

- the call panel located at the main entrance door to the block;
- the condition of wiring within the common circulation areas; and
- where a full survey is achieved, the handset within the selected dwelling. For the purposes of this survey the condition of the handset within the selected dwelling can be taken as representative of all of those connected to the system.

N12 REFUSE CHUTES/CHAMBERS

Disrepair to refuse chutes/chambers is assessed upon the condition of :

- refuse chutes and linings; 60%
- hoppers; 10%
- chambers; 20%
- drainage to system. 10%

The percentages indicate the proportion that each element represents within the whole.

N13 BIN STORES

Disrepair to bin stores is assessed upon the condition of :

- the structure of the bin store; 40%
- doors; 30%
- ironmongery; and 20%
- drainage to stores. 10%

The percentages indicate the proportion that each element represents within the whole.

SECTION O - CONDITIONS IN COMMON AREAS

Answer this section for the common areas and elements associated with the selected dwelling.

O1 - O4 NOTE

Questions O1 - O4 are to be answered for the common area(s) within the block (containing the selected dwelling) and its curtilage.

O1 IS THE COMMON AREA FREE FROM LITTER?

Litter is to be assessed upon its extent and should include:

- litter discarded carelessly;
- materials scattered by the wind;
- overflowing rubbish bins and untidy bin stores.

Code 1: YES

The common area(s) do not suffer from litter.

Include here areas that are regularly cleaned but which suffer from casual litter on the day of survey.

Code 2: NO, SLIGHT

There is slight evidence of litter in the common area(s).

This should be interpreted as one or two small, isolated, occurrences of litter that are atypical of the common area(s) as a whole.

Code 3: NO, MODERATE

There is moderate evidence of litter in the common area(s).

This should be interpreted as more than two small occurrences, or larger sized occurrences, of litter.

This should be recorded when the problem is not unusual to the common area(s) (although it is not widespread).

Code 4: NO SEVERE

There is a severe litter problem within the common area(s).

Use Code 4 when litter is widespread and typical of the common area(s).

Code 9: UNOBTAINABLE

The surveyor is unable to gain access to the common area(s).

O2 IS THE COMMON AREA FREE FROM GRAFFITI?

Graffiti is drawings or words, often obscene, scribbled or sprayed on walls or posters.

Graffiti is to be assessed upon its extent rather than on its quality.

"Official" murals, regardless of their content, are not considered to be graffiti.

Illegal "flyposting"/ billposting should be included here.

Code 1: YES

The common area(s) do not suffer from graffiti.

Code 2: NO, SLIGHT

There is slight evidence of graffiti in the common area(s).

This should be interpreted as one or two small, isolated, occurrences of graffiti that are atypical of the common area(s) as a whole.

Code 3: NO, MODERATE

There is moderate evidence of graffiti in the common area(s).

This should be interpreted as more than two small occurrences, or larger sized occurrences, of graffiti. This should be recorded when graffiti is not unusual to the common area(s) (although it is not widespread).

Code 4: NO SEVERE

Graffiti is of a severe nature within the common area(s).

This should be recorded when graffiti is widespread and typical of the common area(s).

Code 9: UNOBTAINABLE

The surveyor is unable to gain access to the common area(s).

O3 IS THE COMMON AREA FREE FROM VANDALISM?

Vandalism is the wanton or deliberate destruction of property.

Vandalism should be assessed upon its extent and the level of inconvenience or danger that it presents to the public.

Vandalism may occur as part of criminal activities such as theft from empty flats and the removal of materials from the common parts.

Do not include under this definition disrepair that has resulted from delayed or ineffectual maintenance.

Code 1: YES

The common area(s) do not suffer from vandalism.

Code 2: NO, SLIGHT

There is slight evidence of vandalism in the common area(s).

This should be interpreted as one or two small, isolated, occurrences of vandalism that are atypical of the common area(s) as a whole.

Code 3: NO, MODERATE

There is moderate evidence of vandalism in the common area(s).

This should be interpreted as more than two small occurrences, or larger sized occurrences, of vandalism

This should be recorded when vandalism is not unusual to the common area(s) (although it is not widespread).

Code 4: NO SEVERE

Vandalism is of a severe nature within the common area(s).

This should be recorded when vandalism is widespread and typical of the common area(s).

Code 9: UNOBTAINABLE

The surveyor is unable to gain access to the common area(s).

O4 IS THE COMMON AREA FREE FROM SOILED SURFACES?

Soiled surfaces are taken to comprise:

- excrement;
- urine; and/or
- vomit.

Code 1: YES

The common area(s) do not suffer from soiled surfaces.

Code 2: NO, SLIGHT

There is slight evidence of soiled surfaces in the common area(s).

This should be interpreted as one or two small, isolated, occurrences of soiling that are atypical of the common area(s) as a whole.

Code 3: NO, MODERATE

There is moderate evidence of soiling in the common area(s).

This should be interpreted as more than two small occurrences, or larger sized occurrences, of soiling.

This should be recorded when soiling is not unusual to the common area(s) (although it is not widespread).

Code 4: NO SEVERE

The problem of soiling is of a severe nature within the common area(s).

This should be recorded when soiling is widespread and typical of the area.

Code 9: UNOBTAINABLE

The surveyor is unable to gain access to the common area(s).

O5 - O7 NOTE

Questions O5-O7 are to be recorded for the common area(s) inside the block.

O5 IS THE COMMON AREA FREE FROM DAMPNESS?

Surveyors must attempt to distinguish damp from condensation.

Rising damp generally exhibits some or all of the following characteristics:

- wallpaper peeling away at low levels;
- bubbling/flaking paintwork at low levels;
- lifting floor tiles;
- discoloured patch on wall with a tide mark (can be as high as 1 metre above ground floor level) occurring at a sharp change from wet to dry.

Penetrating damp can occur

- around windows (poor seal, damaged putty);
- around doors (poor seal);
- on ceilings (missing or cracked roof tile/slate, fault in flat roof, poor flashings, defective gutters or down pipes);
- on walls (bridged wall ties, poor brickwork or rendering);

NOTE: Rising damp is unlikely to produce mould.

Rising damp is caused by lack of a DPC, failure in a DPC or the bridging of a DPC. Where rising damp is recorded the surveyor should take this into account in their assessment of Q12 (External Repairs - DPC).

Penetrating damp is usually the result of a defect in the building fabric. The surveyor should note the occurrence of penetrating damp and use it as evidence in their inspection of the exterior of the dwelling/block.

Traumatic Damp - damp from a source within the block is included here. This will normally occur due to leaking pipes, drains, tanks or radiators.

Where evidence remains of rising, penetrating or traumatic damp from a defect that has since been corrected, the surveyor should not record the presence of penetrating damp and should therefore use Code 1 (Yes - common area(s) is free of penetrating damp).

Code 1: YES

The common area(s) are free from all forms of damp (rising, penetrating and traumatic).

Code 2: NO, SLIGHT

The common area(s) suffer from one or two small "hand sized" patches of damp.

Code 3: NO, MODERATE

The common area(s) suffer from "hand sized" patches or larger patches of damp which may aggregate up to the equivalent of 10% of the total wall/ceiling areas.

Code 4: NO, SEVERE

More than 10% of the wall/ceiling area is effected by some form of damp.

Code 9: UNOBTAINABLE

The surveyor is unable to gain access to the common area(s).

O6 MOULD

The surveyor may ask the occupant about mould.

Mould growth can occur intermittently and therefore an affected common area(s) may be clean and dry at the time of the surveyor=s visit.

NOTE: Mould can be attributed to either condensation or penetrating damp. Therefore, a surveyor should only record the presence of mould (Codes 2, 3 & 4) if either O5 and/or O7 have also recorded the presence of those conditions (damp and condensation).

Code 1: YES

The common area(s) does not show any signs of mould growth and the occupant has not told the surveyor of the occurrence of mould in the common area(s) at other times.

Code 2: NO, SLIGHT

Slight mould growth can be described as inconvenient but tolerable and comprises:

- some mould growth on window ledges; and/or
- small spots of mould on walls.

Code 3: NO, MODERATE

Moderate mould growth will cause discomfort to the occupants.

Moderate mould growth comprises "hand-sized" patches on walls and ceilings.

Code 4: NO, SEVERE

Severe mould growth constitutes a health hazard and causes distress to occupants.

Severe mould growth comprises large areas of black mould growth on walls and/or ceilings.

Code 9: UNOBTAINABLE

The surveyor is unable to gain access to the common area(s).

O7 CONDENSATION

The surveyor may ask the occupant about condensation within the common areas.

Condensation can occur intermittently and therefore an affected common area(s) may be dry at the time of the surveyor=s visit. The surveyor should prompt the occupant by asking if condensation occurs on walls or windows in the common area(s).

Code 1: YES

The common area(s) does not show any signs of condensation.

Code 2: NO, SLIGHT

Slight condensation comprise one or two "hand-sized" patches.

Code 3: NO, MODERATE

More than two "hand-sized" patches or larger patches of condensation which may aggregate up to the equivalent of half of one wall.

Code 4: NO, SEVERE

More than half of one wall (or equivalent area) shows evidence of condensation**.**

Code 9: UNOBTAINABLE

The surveyor is unable to gain access to the common area(s).

SECTION P - EXTERNAL CONSTRUCTION/MATERIALS

Section P is to be completed for the whole building, either the single dwelling house or the common block containing the selected dwelling, as previously recorded at B1 or C2.

P1 IS MORE THAN TWO THIRDS OF THE ATTACHED FLANK WALL(S) EXPOSED?

Mid-terrace, end-terrace or semi-detached dwellings or common blocks (B1 or C2 Codes 1, 2 and 3) which have only two or three external walls may also have significant exposed area(s) to the attached party wall(s). These walls, known as flank walls, may rise above or project beyond the adjoining structure. Where this occurs, surveyors should record the extent of the exposed flank wall area(s) at P1 (Codes 2 or 3). Disrepair to these flank walls should be recorded in Section Q where Viewpoint 1 will be coded "2" or "3" and/or Viewpoint 2 will be coded "5" or "6".

SEE DIAGRAMS P1 and Q1-18.

Code 1: NO

Less than two thirds of the attached party wall(s) is exposed.

Code 2: YES, ONE FLANK

More than two thirds of one party wall is exposed.

Code 3: YES, BOTH FLANKS

More than two thirds of both party walls are exposed.

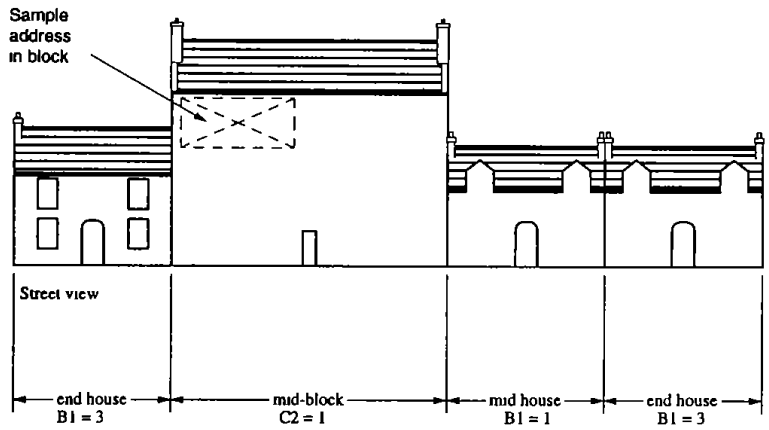
Code 8: DETACHED

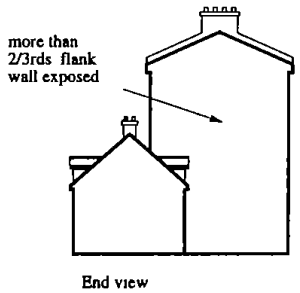
The dwelling or block is detached and therefore has no party/flank walls.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if more than two thirds of the attached flank wall(s) is exposed.

Diagram P1 Flank walls





The mid-block has more than 2/3rds of its flank walls exposed, P1 = Code 3 (survey as detached for repair and viewpoints)

P2 EXTERNAL WALL CONSTRUCTION

Code 1: SOLID

Solid bonded walls of any thickness constructed from brick, block, stone or concrete "no-fines".

Timber frames with metal lathe fixed directly to the frame and a render then applied to the lathe should be recorded as solid.

Code 2: CAVITY

All cavity walls including cavity panels in framed structures and timber framed wall construction.

Code 3: OTHER

Hybrid non-traditional and other mixed systems.

Code 9: UNOBTAINABLE

The surveyor is unable to determine the construction of the external walls.

NOTE: Dry lining of walls does not constitute a cavity.

P3 EXTERNAL WALL MATERIAL

Code 1: SANDSTONE

Load bearing, cavity or solid stone external wall. Sandstone is traditionally found on the West coast of Scotland, particularly in the Glasgow area. Most of the pre-1919 traditional stone built tenements, and houses of the same period, in Glasgow are constructed from sandstone of various colours (although the two predominant colours are red and blonde).

Code 2: WHIN/GRANITE

Load bearing, cavity or solid stone external wall. Whinstone is more traditionally found on the East coast of Scotland. Most of the pre 1919 traditional stone built dwellings in the southern / eastern parts of Scotland are likely to be constructed from Whinstone.

Granite is the traditional material of the north / eastern part of Scotland, for example around Aberdeen and Inverness. Granite is grey in colour.

Code 3: BRICK

Load bearing, cavity or solid brick built wall. When rendered over, it may be difficult to determine whether brick is present under the rendering or roughcasting unless there are patches where the render or roughcast has come away from the wall.

Code 4: BLOCK WORK

Load bearing, cavity or solid concrete block wall construction, but not in-situ frames or pre-fabricated blocks or panels.

Code 5: TIMBER

Timber frame - brick or timber clad, cavity or sandwich wall construction.

Code 6: CONCRETE

In-situ frames or pre-fabricated panels.

Code 7: METAL

Steel frame or specialised non-traditional.

Code 8: OTHER

Code 9: UNOBTAINABLE

The surveyor is unable to determine the external wall material.

NOTE: When the wall material is covered with harling etc. surveyors should use their knowledge of building construction in order to attempt the selection of the appropriate code.

Code 9 (unobtainable) should not be selected automatically under such circumstances and should only be used when the surveyor can derive no clues as to the type of external wall material used.

P4 PRINCIPAL EXTERNAL WALL FINISH

NOTE: For the purposes of this survey the slope of a mansard roof is not to be considered as a wall finish.

If there is a mixture of wall finishes surveyors should select that which covers the larger area. Where two or more external wall finishes cover equal areas select the higher cost material.

Code 1: RENDER

Render or harling on any backing, including external insulation with or without paint or textured finish.

Code 2: STONE

Natural stone finish, or stone painted or covered with a textured finish.

Code 3: BRICK

Natural brick finish, or brick painted or covered with a textured finish.

Code 4: TIMBER

Timber cladding, including non load bearing panels.

Code 5: CONCRETE BLOCK

Concrete block finish, or concrete block painted or covered with a textured finish.

"Stone cladding" should be recorded here.

Code 6: CONCRETE PANEL

Concrete panel finish, or concrete panel painted or covered with a textured finish.

Code 7: METAL

Metal finish, including preformed cladding for external insulation and weather proofing.

Code 8: OTHER

PVC, GRP, asbestos or similar coverings and applied DIY coverings.

P5 EXTERNAL WALL THICKNESS

This wall measurement includes the complete thickness of the external wall, from the room side surface of the inside wall through to outside surface of the external wall, including the rendered finish if present. Where the front and rear elevations of the dwelling have a different thickness which is particularly common in traditional tenements, but which also occurs in converted and refurbished dwellings, calculate an approximate average and select the appropriate code.

Code 1: **<450mm**

Use for walls thicknesses up to 450mm.

Code 2: **450-750mm**

Use for walls between 450 and 750mm thick.

Code 3: **>750mm**

Use for wall thicknesses over 750mm.

Code 9: **UNOBTAINABLE**

The surveyor is unable to determine the thickness of the external wall.

P6 HAS ADDITIONAL INSULATION BEEN ADDED TO THE EXTERNAL WALLS SINCE BUILT?

The important condition here is that the insulation has been added to the external wall SINCE it was originally built. This question differs from those earlier in Section L on loft and floor insulation which asked about the total thickness of the insulation.

Walls have been required to meet insulation standards since 1976, and therefore may have insulation included within them already to comply with the Building Regulations (for example , timber frame walls). The NHER Level 0 program uses the dwelling's age to calculate the basic wall insulation U-value. If the surveyor indicates that additional wall insulation has been added then the computer program will recalculate the U-value to take that into account.

Thus, if the surveyor enters that a dwelling built in 1995 has 150mm of insulation within the wall, the program will assume that the wall already has 150mm of insulation and then add another 150mm of insulation, to calculate the wall U-value for a wall with 300mm of insulation.

Code 1: NONE

No insulation has been added to the wall. This answer does not mean that there is no insulation within the wall, but there is no more than when the dwelling was constructed originally. For dwellings constructed between 1976 and 1996, the assumption is that the walls have insulation already to comply with the Building Regulation thermal standards. This applies to whether the dwelling is built of stone, brick, or concrete or timber framed.

Code 2: FILLED 50mm CAVITY

Code 3: FILLED 75mm CAVITY

The difference between these two codes is the thickness of the internal cavity within the wall construction that has been cavity filled. The most important variable is to determine first whether the dwelling does have a cavity, and then whether the cavity has been filled. Look for a drilling pattern in the wall - drill holes about 1 inch or 25mm in diameter that have been filled with render or cement: look for the slight discolouration. The more professional the contractor, the harder it will be to spot the drilling pattern. The easiest place to look is beneath the windows, where a 'W' pattern is likely to present itself. Ask the householder, but do not take their word completely. If they say, 'yes', seek corroborating evidence (drilling pattern in the wall; if you can get to it; or ask to see a guarantee or certificate from the contractor - all material suppliers now provide these as routine).

If the cavity has been insulated since the dwelling was originally constructed, then calculate the thickness of the cavity. However, a traditional rendered brick-cavity brick (or block) wall plastered internally will be about 300-330 mm in thickness. Within this range, assume that the cavity is 50mm. If the wall thickness of a traditional rendered brick-cavity-brick construction is more than 330mm then assume that the cavity width is 75mm. With other constructions, estimate the thickness of the wall components to determine the cavity thickness.

Timber framed walls do NOT have a cavity for insulation purposes. It is highly unlikely that stone built dwellings will have been cavity insulated.

Code 4: **25mm INTERNAL OR EXTERNAL**

Code 5: **50mm INTERNAL OR EXTERNAL**

Code 6: **75mm INTERNAL OR EXTERNAL**

Code 7: **100mm INTERNAL OR EXTERNAL**

In comparison with cavity wall insulation, in the above codes the insulation has been added to either the internal or external surface of the wall.

For external wall insulation, it is obvious. External wall insulation systems comprise some form of insulation board, various coats of render and probably a final roughcast coat to provide it with a robustness to withstand damage from vandals and the weather. Estimate the thickness of the insulation material by measuring the thickness of the insulation system. As the thickness of the top coats of render will be included within this measurement but will not perform as well as the insulation, select the nearest thickness of insulation below the thickness of the system actually measured. For example, if the total thickness of the external insulation system measured 45mm, select Code 4: 25mm of external insulation.

Determining whether the walls of a dwelling have been insulated internally is more problematic because neither the materials nor their thickness can be seen, unless a disruptive survey has been carried out or there are holes in the wall. Dry-lining, or installing a false wall, may be carried out as an anti-condensation measure as well as a insulation measure, but in both cases the plasterboard may or may not be insulated.

Where internal insulation is included in the dry-lining, it is unlikely to be more than 50mm in thickness (excluding the thickness of the plasterboard). A wall that has been dry-lined internally will sound hollow when tapped compared to one plastered on the hard. If the added thickness to the wall is in excess of about 35-40mm, it is likely that some insulation has been included. Ask the householder if they noticed if the plasterboard was insulated when it was installed or if they have cut a hole through the plasterboard anywhere. If it is possible to take off an electrical socket cover, it may be possible to see the edges of the plasterboard - the thicker the plasterboard and the insulation, the more they will have had to pad out around the socket. One last test involves touching the wall. Does it feel much warmer than an external wall in the same house where there is no dry-lining? (This test will not work particularly well in the summer.)

P7 PRINCIPAL ROOF TYPE

SEE DIAGRAM P7 - PRINCIPAL ROOF TYPE

NOTE: The Principal Roof Type is the roof type that forms the main design feature of the **original** part of the dwelling or block.

Where large extensions have been added to the original dwelling or block the Principal Roof Type may not be the largest type of roof present.

Roof types that cover less than 10% of the total roof area should be disregarded.

Code 1: PITCHED

The roof has more than one pitch, each with a slope of 10 degrees or more.

Code 2: FLAT

The roof has a pitch(es) of less than 10 degrees

Code 3: MONO

The roof has a single pitch with a slope of 10 degrees or more.

Include here double mono (or "wing") roofs.

Code 4: MANSARD

A double pitched roof form to be considered for the purposes of this survey as a single type of roof.

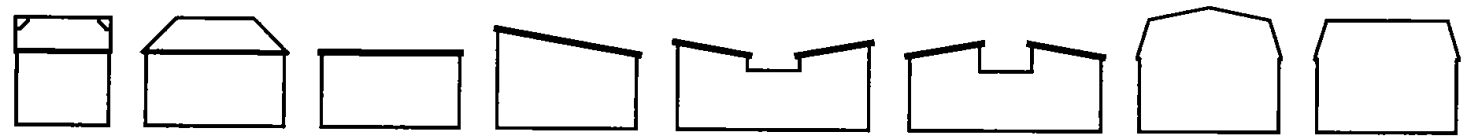
Code 5: HALF MANSARD

A combination of pitched and flat roofs to be considered for the purposes of this survey as a single type of roof.

Code 9: UNOBTAINABLE

The surveyor is unable to determine the principal roof type.

Diagram P7 Roof type



Pitch + gable
Code 1

Pitch + hip
Code 1

Flat
Code 2
less than 10 deg

Mono
Code 3

Mono (wing)
Code 3

Mono (wing)
Code 3

Mansard
Code 4

Half mansard
Code 5

P8 EXTENT OF PRINCIPAL ROOF TYPE

Surveyors should assess the extent of the Principal Roof Type relative to the total roof area and record it to the nearest tenth.

SPECIFY: "06" is taken to mean that the Principal Roof Type covers approximately 60% (55% - 65%) of the total roof area.

Code 9: UNOBTAINABLE

The surveyor is unable to determine the extent of the principal roof type.

P9 PRINCIPAL ROOF COVER

The Principal Roof Cover is the material that covers the Principal Roof Type.

Where there is more than one type of material covering the Principal Roof Type the surveyor should record the type that covers the greatest area.

Where there are two, or more, materials covering the Principal Roof Type that are present in equal areas the surveyor should record the material that has the greatest replacement cost attached to it.

Code 1: SLATES

Natural slates.

Code 2: TILES

Concrete or clay tiles. Use this code for artificial slate.

Code 3: FELT

All types of roof felt.

Code 4: ASPHALT

All types of asphalt.

Code 5: ASBESTOS

Asbestos tiles, asbestos cement tiles and corrugated sheeting.

Code 6: METAL

Ferrous and non-ferrous metal sheets.

Code 7: OTHER

Local materials, turf etc.

Code 9: UNOBTAINABLE

The surveyor is unable to determine the cover to the secondary roof.

P10 COVER TO SECONDARY ROOF

The Secondary Roof Cover is the material that covers the secondary roof type.

The secondary roof type is the roof type that remains once the Principal Roof Type is discounted. Where this leaves surveyors with a choice between two or more roof types (3 or more roof types present in total) the secondary roof type is that which covers the greatest area.

Where there is more than one type of material covering the secondary roof type the surveyor should record the type that covers the greatest area.

The presence of a secondary roof cover (and hence a secondary roof type) means that the principal roof type must cover less than 10 tenths of the dwelling (P8). If a secondary roof type is too small to be recorded then the material with which it is covered is ignored and code 8 should be recorded.

P8 **Extent of principal roof type**	**P9** **Principal roof cover**	**P10** **Cover to Secondary roof**
10	**1 - 7**	**8**
<10	**1 - 7**	**1 - 7**

NOTE: **The secondary roof cover is never the material covering the second largest area of a Principal Roof Type with more than one covering. It is always linked to the presence of a distinct secondary roof type.**

Code 1: **SLATES**

Natural slates.

Code 2: **TILES**

Concrete or clay tiles. Use this code for artificial slate.

Code 3: **FELT**

All types of roof felt.

Code 4: **ASPHALT**

All types of asphalt.

Code 5: **ASBESTOS**

Asbestos tiles and corrugated sheeting.

Code 6: **METAL**

Ferrous and non-ferrous metal sheets.

Code 7: OTHER

Local materials.

Code 8: NO SECONDARY ROOF

The dwelling does not have a secondary roof type.

Code 9: UNOBTAINABLE

The surveyor is unable to determine the cover to the secondary roof.

P7 - 10 NOTE

To illustrate the definitions of primary and secondary roofs consider the following examples:

A dwelling/block covered wholly by a pitched natural slate roof:

P7 **"1"** principal roof type is pitched.

P8 **"10"** principal roof type covers ten tenths of dwelling/block.

P9 **"1"** principal roof type is covered with slates.

P10 **"8"** there is no secondary roof type.

A dwelling/block covered wholly by a pitched roof which has natural slate to the front and clay tiles to the rear:

P7 **"1"** principal roof type is pitched.

P8 **"10"** principal roof type covers ten tenths of dwelling/block.

P9 **"1"** Assuming that the split between types of roof covering materials is 50:50 slate is selected because it is the higher cost item.

Where the split between roof covering materials is not equal surveyors should select the material covering the larger roof area.

P10 **"8"** there is no secondary roof type.

The presence of two roof covering materials to the principal roof type does not result in a secondary roof cover.

A single level dwelling/block covered wholly by a pitched roof which has natural slate to the front and clay tiles to the rear is doubled in size by a felt covered flat roof extension:

P7 **"1"** principal roof type is pitched.

P8 **"05"** principal roof type covers five tenths of dwelling/block.

Secondary roof type (flat roof) covers other five tenths

P9 **"1"** Assuming that the split between types of roof covering materials to the principal roof type is 50:50 slate is selected because it is the higher cost item.

Where the split between roof covering materials is not equal surveyors should select the material covering the larger roof area.

P10 **"3"** secondary roof covering (the covering to the secondary roof type - flat roof) is felt.

A dwelling/block with a mansard roof has been increased in size with a small "lean-to" type (single pitch therefore mono roof type) extension with an asbestos sheet roof:

P7 **"4"** principal roof type is mansard.

P8 **"08"** principal roof type covers eight tenths of dwelling/block.

Secondary roof type (mono roof) covers other two tenths.

P9 **"1"** With mansard (and half mansard) roof types the higher cost material (usually slate on the steeper pitch) is always recorded as the roof covering even when the lower cost item (usually felt on the lower pitch or flat section) covers a larger area.

P10 **"5"** secondary roof covering (the covering to the secondary roof type - mono roof) is asbestos sheet.

P11 UNDERGROUND DRAINAGE

Code 1: PUBLIC CONNECTION

The selected dwelling is connected to a mains drainage system provided by a public utility.

Code 2: SEPTIC TANK

The selected dwelling is connected to either a septic tank or a cesspit:

Septic tank - sometimes identified by vent pipe and outfall to water course, although older tanks have no visible cover or other physical manifestation to indicate their presence.

Newer models may have soakaway or similar.

Reed beds are also coming into use.

Cesspit - identified by large concrete slab with access cover.

Code 3: OTHER

Include here mechanical / bio-chemical systems such as Klargesters, large green (or yellow) tanks which act as biological treatment systems.

Code 4: NO DRAINAGE

The selected dwelling is not connected to any form of drainage system.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if the selected dwelling is connected to any form of drainage system.

P12 - 15 NOTE

Questions P12 - 15 are to be answered for the selected dwelling only.

P12 PRINCIPAL WINDOW TYPE TO DWELLING

Code 1: SASH & CASE

Sash and case type or sliding sash type

Code 2: CASEMENT

Casement type, main sash side hung opening outwards.

Code 3: TILT & TURN

Window type with two operating methods, often side and bottom hinged.

Code 4: PIVOT

Turn over type with safety catch.

Code 5: OTHER/MIXED

To be used for a mixture of window types within the same dwelling.

Code 9: UNOBTAINABLE

The surveyor is unable to determine the principal window type to the dwelling.

P13 - 14 NOTE:

The NHER Level 0 assessment incorporated within SHCS differentiates windows according to frame type and level of glazing.

Where there are two or more frame types and/or levels of glazing within the selected dwelling surveyors should make their assessment upon the basis of the largest glazed area rather than upon the number of windows.

P13 WINDOW FRAMES

The frame options should be obvious except in the case of aluminium with a thermal break compared with aluminium without a thermal break.

Code 1: WOOD

Code 2: METAL (THERMAL BREAK)

Code 3: METAL (NO THERMAL BREAK)

A thermal break is a layer of insulation included within the metal window frame to reduce their cold bridging effect around double glazed units. Older single, glazed, steel framed windows do not have thermal breaks included within them. Sometimes a black plastic separator can be seen between the external part of the frame and the internal part of the frame, particularly if you examine the frame section when you open the window.

Two other tests to try when you have a metal window, are to ask the householder if they get condensation on the window frame (as opposed to the window). If there is no thermal break then condensation is more likely to occur. A second test is to place the palm of your hand on the glass of the window and on the metal frame. If the frame feels as cold as or colder than the glass, it is likely that the window does not have a thermal break.

NOTE: Where surveyors are unclear if a metal frame has a thermal break they should default to Code 3.

Code 4: UPVC

P14 GLAZING (IF SOME SINGLE & SOME DOUBLE SELECT LARGEST AREA)

Code 1: SINGLE GLAZING

A single pane of 'glass' within the window opening.

Code 2: DOUBLE GLAZING

Two panes of 'glass' within the window opening. The glass may be another material, for example, acrylic. These may be either sealed units or factory units or may be secondary glazing. From the thermal point of view, the difference between the two is not significant (although the cost to the householder may be).

Code 3: TRIPLE GLAZING

Three panes of glass within the window opening. These may be either sealed units or factory units or may be secondary glazing or some combination of glazed units and secondary glazing.

Code 4: DOUBLE WITH LOW "E" GLASS

Low "e" glass (also known as 'k' glass or kappafloat glass which are Pilkington brand names) is identified by a distinctive sheen to its surface which reduces the amount of heat loss through the window by reflecting back radiant heat. It is much more expensive than standards double glazing units, so the householder may be well aware that this glass has been installed. Compared with an open window, glass coated with a low emissivity coating will reveal a brownish hue of the coating material from the inside of the house looking out. If it is Pilkington's low emissivity glass, there may be a faint 'k' marked on a lower corner of the glass as well.

Code 9: UNOBTAINABLE

P15 TYPE OF DOUBLE GLAZING

NOTE: This question should be answered on a number of windows basis rather than the estimate of overall area basis used in P13 and P14.

Code 1: YES, SEALED UNITS

Single sash sealed units throughout the selected dwelling.

Code 2: YES, SECONDARY

Secondary sashes (including those installed for sound insulation) throughout the selected dwelling.

Code 3: MIXED

This code should be used where there is double glazing throughout the selected dwelling from a combination of sealed units (Code 1) and secondary glazing (Code 2).

Code 4: PART ONLY

Any combination of systems for at least 50% of the windows in the selected dwelling.

Code 5: NO DOUBLE GLAZING

There is no double glazing to the selected dwelling or less than 50% of the windows are double glazed.

Code 9: UNOBTAINABLE

The surveyor is unable to determine the type of double glazing present within the selected dwelling.

SECTION Q - EXTERNAL REPAIRS

This section records the state of repair of the external fabric of the dwelling or of the common block if the selected dwelling is a flat. The method of assessment is the same for both individual dwellings and common blocks.

VIEWPOINTS

SEE DIAGRAM Q1-Q18 - SELECTING VIEWPOINTS

For the purposes of this survey, the elevation containing the main entrance to the dwelling or block is the **front**.

The elevation to the right of the front is to be assessed as the right side of the dwelling or block and the elevation to the left of the front is to be assessed as the left side of the dwelling or block. These designations are fixed from the front viewpoint and are to be carried by the surveyor to the rear viewpoint. Consequently when the surveyor is standing at the back of the dwelling or block the elevation to the right is actually the left elevation (its designation from the front viewpoint) and vice versa.

The external walls of **detached** houses or blocks should be assessed in pairs so that all walls are assessed between the two viewpoints. This will take the form of "front with right" (Code 2) and "back with left" (Code 5) or "front with left" (Code 3) and "back with right" (Code 6).

Mid-terraced, end terraced or semi-detached dwellings or blocks are to be assessed using the same principal to record their two or three external elevations.

Where more than two-thirds of an attached flank wall(s) is exposed (P1 Codes 2 or 3) surveyors should choose their viewpoint to include this wall(s) and survey the dwelling or block as if it were detached or semi-detached/end terrace.

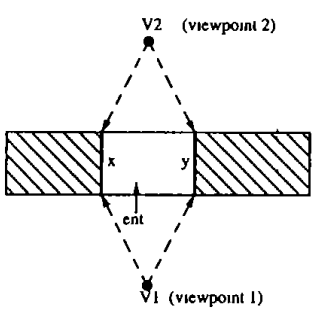
Where less than two-thirds of an attached flank wall(s) is exposed (P1 Code 1) surveyors should disregard that wall when selecting their viewpoints. However, any disrepair to an attached flank wall, which is less than two-thirds exposed, should be transposed by the surveyor and recorded fully against either the front or rear elevation.

Having selected the appropriate viewpoints, the surveyor should circle the corresponding codes at the top of Section Q (either on the list of codes or on the viewpoint selection diagram) and enter those codes into the **VIEWPOINT** boxes at the top of the two repair columns.

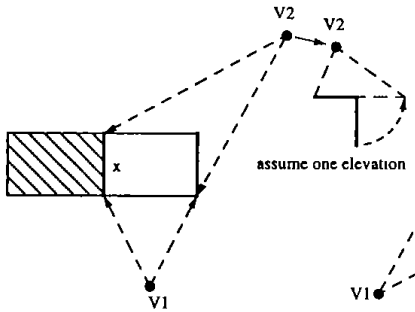
NOTE: **Where the selected dwelling is a flat and Section Q is being completed for the common block, questions Q14 - Q18 are to be assessed against the selected dwelling only and not against the block.**

Diagram Q1 - Q18 Selecting viewpoints

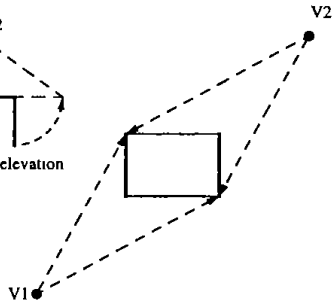
(Flats only survey party wall as seen inside)



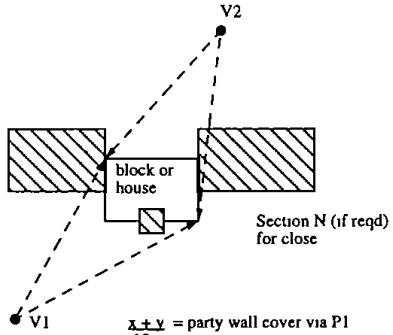
$\frac{x+y}{10}$ = party wall
Mid ----------
house or block



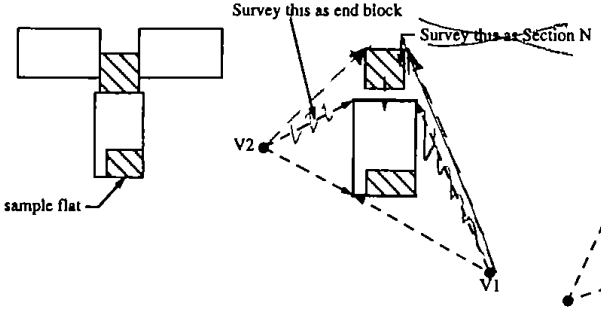
$\frac{x}{10}$ =party wall
End / semi ------
house or block



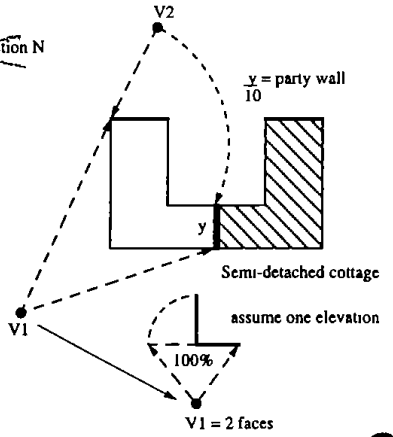
Detached--------
house, block, slab, tower

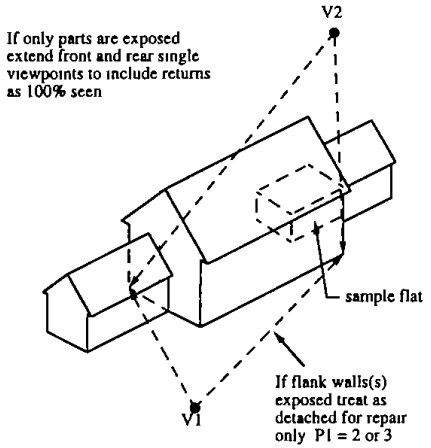


$\frac{x+y}{10}$ = party wall cover via P1



'T' or 'Y' High and low rise blocks





The surveyor should undertake the following sequence in their inspection of the external elements.

- select and record viewpoints;

- determine the presence of a defect and record the level of disrepair;

- consider if the action required to remedy any disrepair is urgent and record opinion;

- assess and record the residual life of the element after any disrepair has been remedied.

REPAIR SCORES

Section Q records the presence of disrepair to 18 elements, or groups of elements, that form part of the external fabric of a dwelling or block. Surveyors should make their assessment of disrepair on either an area or linear basis. The repair scores should reflect the condition of the element, or group of elements, on the day of the survey and the surveyor should not anticipate future disrepair. The surveyors assessment of disrepair should be recorded in terms of a percentage of the total amount of that element present within the external fabric from that viewpoint.

The evaluation and recording of repair scores follows the same methodology used in Sections F and N (Repairs by Room and Repairs to Common Access). Therefore:

Code "00" represents an element(s) in good repair requiring no remedial work or an element(s) that is assessed by the surveyor to require less than 5% repair.

Element(s) with less than 5% disrepair that may, in the surveyor=s opinion, represent a threat to the health, safety or well being of the occupants can be "flagged" by recording them as "01".

Code "01" covers repairs in the range 05% to less than 15%;
Code "02" covers repairs in the range 15% to less than 25%;

Code "08" covers repairs in the range 75% to less than 85%;
Code "09" covers repairs in the range 85% to less than 95%.
Code "10" represents serious disrepair requiring renewal of 95% or more.

NOTE The surveyor must undertake their assessment of each element in isolation and no account should be taken of associated work to other elements. The computer program used by Scottish Homes to establish the cost of work has an in-built allowance for the cost of associated work and therefore recording associated work separately, where it is not justified in its own right, will result in an over-counting of costs.

The surveyor=s assessment of the area of the element in disrepair can either reflect one occurrence of a defect or the aggregate area of two or more defects.

Guidance on the assessment of repair is provided in Part 3, item 3.2.3.

URGENCY OF REPAIR

The surveyor are required to record whether or not repairs recorded are in need of urgent attention.

Urgent repairs are
- those associated with keeping the building envelope in a, wind and weather tight condition. If left unattended, these repairs will result in further deterioration to the fabric of the block/dwelling; or
- those associated with the health or safety of the occupants of the block/dwelling.

Code 1: YES, THE REPAIR IS URGENT

Code 2: NO, THE REPAIR IS NOT URGENT

Code 8: NOT APPLICABLE

- there is no repair required to the element(s) from both viewpoints. There cannot be an assessment of the urgency of a repair that does not exist;
- the element(s) does not exist.

Code 9: UNOBTAINABLE

The surveyor is unable to determine if the element(s) exist.

NOTE: Where an element, or group of elements, has disrepair recorded against both viewpoints the surveyor=s assessment of urgency should reflect the condition of the most urgent repair.

RESIDUAL LIFE

Surveyors are required to estimate the residual life of an element assuming that any disrepair recorded at the REPAIRS column is repaired immediately. This estimate is to be made for the whole element and not just that part of it that may require repaired. The answer code used by the surveyor should reflect the number of years that will elapse before the replacement of the element(s) becomes the only sensible option. This will normally represent the residual life of that portion of the element(s) that does not require repair at this time.

NOTE: The surveyor should assume that normal maintenance is undertaken in their assessment of the residual life of elements.

Where the surveyor believes that an element, or group of elements, has a different residual life when assessed from each viewpoint the surveyor should record the shorter residual life.

EXPECTED LIFE OF MATERIALS/ELEMENTS

It is most important that the surveyor=s assessment of the residual life of an element/material should be derived from a review of its condition in conjunction with its expected life. Because a softwood window is 30 years old does not automatically mean that it should be replaced.

The following list is derived from Life Expectancies of Building Components published by the RICS in August 1992, and is provided as guidance on the expected life of materials/elements when first installed. This list should only be used as an aid in the surveyor=s assessment of residual life as many factors will contribute towards the life expectancy of a material/element.

QUESTION	MATERIAL/ELEMENT	EXPECTED LIFE (Years)
Q1	Principal roof structure	No assessment required
Q2	Principal roof covering	**Pitched** Slate natural 80 Slate artificial 40 Stone 100 Tiles clay 60 Tiles concrete 43 Metal 25-30 **Ridges** Mortar bedded tile 30 Dry systems 25 **Flat** 3-layer-felt 14 Single coat asphalt 25 Single coat elastomeric 15
Q3	Secondary roof structure	No assessment required
Q4	Secondary roof covering	As Q2
Q5	Chimney stacks	50
Q6	Flashings	Lead 60 Dry systems 25 GRP 25 Felt 10 Cement 10 Asbestos cement 29 Mortar 20
Q7	Roof gutters and downpipes	Cast iron 50

		Aluminium Plastic Asbestos cement Lead valley gutters Zinc	33 25 25 55 20
Q8	Soil waste and vent pipes	Cast iron Plastic	50 25
Q9	Wall structure	No assessment required	
Q10	Wall finish	Facing brick Engineering brick Stone Block Hanging tiles Weather boarding Mortar Render	100 100 100 50 50 28 50 35
Q11	Foundations	No assessment required	
Q12	DPC		30+
Q13	Underground drainage	No assessment required	
Q14	Private balcony to dwelling		30+
Q15	External doors to dwelling	Hardwood Softwood painted Softwood microporous paint Softwood stained and varnished UPVC Galvanised steel	50 30 28 25 30 40
Q16	Windows to dwelling	As Q15	
Q17	External paint to dwelling		5
Q18	External stairs to own door		30+

COMBINATIONS OF SCORES ALLOWED IN SECTION Q

The table below outlines **all** possible combinations of scores to be recorded in Section Q.

REPAIRS VIEWPOINT 1	REPAIRS VIEWPOINT 2	URGENCY	RESIDUAL LIFE
"00"	"00"	"8"	"1", "2", "3" or "4"
"Any"	"01" - "10"	"1" or "2"	"1", "2", "3" or "4"
"01" - "10"	"Any"	"1" or "2"	"1", "2", "3" or "4"
"00"	"88"	"8"	"1", "2", "3" or "4"
"88"	"00"	"8"	"1", "2", "3" or "4"
"00"	"99"	"8"	"1", "2", "3" or "4"
"99"	"00"	"8"	"1", "2", "3" or "4"
"88"	"88"	"8"	"8"
"88"	"99"	"9"	"9"
"99"	"88"	"9"	"9"
"99"	"99"	"9"	"9"

Q1 PRINCIPAL ROOF STRUCTURE

The principal roof structure is the structure to the principal roof type identified at P7.

The surveyor should form a view on the nature of the roof structure and assess any disrepair to rafters, roof timbers or other structural components as a percentage of the total visible from each viewpoint.

The following conditions can be indicative of disrepair:

- sagging of roof structure indicated by ponding;
- "humping" of the roof over internal load bearing walls and/or party walls; and
- spreading outwards of the roof structure at the eaves. This may be accompanied by signs of cracking or distortion at the top of the supporting walls.

NOTE: A slight sagging of the roof structure that occurred due to the initial settlement of the dwelling or block should be discounted here.

Q2 PRINCIPAL ROOF COVERING

The principal roof covering is the covering to the principal roof type (P9).

The surveyor should assess any disrepair to the principal roof covering as a percentage of the total area visible, from each viewpoint.

The surveyor=s assessment is made on an area basis and should include:

- missing, broken or chipped slates or tiles;
- torn or cracked flat roof coverings.

Q3 SECONDARY ROOF STRUCTURE

The secondary roof structure is the structure to the secondary roof type.

The secondary roof type is that part of the roof left (or the roof type forming the greater part of that left where there are three or more roof types) after the principal roof type has been identified.

The surveyor should form a view on the nature of the roof structure and assess any disrepair as a percentage of the total visible from each viewpoint.

The following conditions can be indicative of disrepair:

- sagging of roof structure indicated by ponding;

- "humping" of the roof over internal load bearing walls and/or party walls; and

- spreading outwards of the roof structure at the eaves. This may be accompanied by signs of cracking or distortion at the top of the supporting walls.

Q4 SECONDARY ROOF COVERING

The surveyor should assess any disrepair to the secondary roof covering (identified at P10) as a percentage of the total area visible, from each viewpoint.

The surveyor=s assessment is made on an area basis and should include:

- missing, broken or chipped slates or tiles; and

- torn or cracked flat roof coverings.

Q5 CHIMNEY STACKS

NOTE: In order to avoid double counting, surveyors must ensure that individual chimney stacks are only assessed from one viewpoint. This means that tall chimney stacks, those located along the ridge line or those otherwise visible from the two viewpoints selected by the surveyor should only be assessed and recorded from one of those viewpoints. This should not prevent surveyors assessing the total provision of chimney stacks in the dwelling or block from both viewpoints.

The different components within "Chimney Stacks" have the following percentages of the whole attributed to them:

Cope	10%
Structure	60%
Finish	15%
Pots	15%

This assessment should include:

- broken, unseated or unsafe pots;
- leaning stacks;
- unsafe chimney heads;
- decayed brick/masonry structure; and
- defective pointing.

Q6 FLASHINGS

This assessment is made on a linear basis and should include:

- detached flashings;
- loose cement fillets;
- missing, broken or chipped ridges or hips;
- damaged verges; and
- damaged eaves boardings or fascias.

Q7 ROOF GUTTERS AND DOWNPIPES

This assessment is made on a linear basis and should include:

- cracked or corroded gutters or downpipes;
- loose or defective brackets; and
- missing fittings.

Q8 SOIL, WASTE AND VENT PIPES

This assessment is made on a linear basis and should include:

- cracked soil, waste and vent pipes;
- loose or defective brackets; and
- missing fittings.

Q9 WALL STRUCTURE

Disrepair to the wall structure should be assessed on an area basis as a percentage of the total visible from each viewpoint.

The following conditions are indicative of disrepair to the wall structure:

- vertical or diagonal cracking due to differential settlement;

- cracking or distortion in the walls due to differential movement (movement between different components of the building due to thermal effects, inadequate expansion joints or inadequate fixings between components);

- cracking of horizontal mortar joints at regular vertical intervals or bowing of the outer leaf of the wall due to wall tie corrosion and/or failure;

- slipped or loose cladding panels;

- twisted, cracked or slipped lintels due to settlement, differential movement, deterioration of the material of the lintel or overloading;

- expansion of mortar, bowing of walls and over sailing of walls at DPC level due to sulphate attack in the brickwork;

- deterioration of any structural material leading to cracking slipping or distortion of the walls;

- exposure of reinforcing materials;

- cracks due to design defects; and

- carbonation fractures.

Q10 WALL FINISH

Disrepair to the wall finish should be assessed as a percentage of the total visible from each viewpoint. This should be undertaken against **all** the wall finishes visible (principal, secondary etc.) even though it is only the principal wall finish that has its composition identified.

NOTE: Q10 on the physical survey form reads Wall finish (P4). The "(P4)" should be disregarded as it might be taken to mean that only the principal wall finish identified at P4 is to be assessed - this is not the case, surveyors should assess **all** wall finishes at Q10.

For the purposes of this survey wall finish is defined as:

- **pointing** to fair faced masonry, brickwork or blockwork (P4 Codes 2, 3 and 5);

  NOTE: If pointing deteriorates to such an extent that it effects the structural integrity of the wall the surveyor should record it as a structural defect at Q9.

- a coating applied to the wall structure including all renders, pebble dash and similar proprietary surface treatments (P4 Code 1).

  It is not important whether or not these surfaces have been painted;

- ship-lap timber, shingles etc applied to a structural frame (P4 Code 4);

- clay or concrete tiles mechanically fixed to wall structure;

- brick slips or mosaic tiles applied to concrete panels (P4 Code 6);

- all forms of plastic, laminates, thin metal sheets (P4 Codes 7 and 8).

NOTE: Do not include masonry paint in this assessment.

Q11 FOUNDATIONS

Foundation failure is indicated by vertical or diagonal cracking to the wall structure.

Foundations should be assessed on a lineal basis.

Q12 DPC

Where the surveyor has undertaken an internal inspection they should have noted evidence of rising damp and should now use this to help in their assessment of the state of repair of the DPC.

DPCs should be assessed on a lineal basis.

Q13 UNDERGROUND DRAINAGE

The assessment of the underground drainage is made on a linear basis and should include defective:

- manhole or rodding eye covers;
- gulleys; or
- branches.

NOTE: Surveyors should not lift manhole covers.

Q14 - Q18 NOTE

Questions Q14- Q18 only apply to the element(s) that belong to the dwelling selected for survey (house or flat).

Q14 PRIVATE BALCONY TO DWELLING

The assessment of private balconies should include the:

- deck finishes and substrate;
- structural supports;
- railings;
- drainage and drainage outlets;
- waterproof finishes;
- skirtings.

Q15 EXTERNAL DOORS TO DWELLING

The different components within "External doors to dwelling" have the following percentages of the whole attributed to them:

Door	30%
Frame	50%
Ironmongery	20%

The assessment of the external door should include:

- distorted door panels;
- badly hung door panels;
- defective ironmongery;
- damage to glazed door panels, side lights or lunettes;
- damaged or defective seals.

NOTE: French windows (hinged) should be assessed as doors (if they form a pair count as two). However sliding patio doors should be assessed as windows.

Q16 WINDOWS TO DWELLING

The different components within "Windows to dwelling" have the following percentages of the whole attributed to them:

- Frame 50%
- Glazing 30%
- Ironmongery 20%

Therefore, the replacement of all of the glazing will be recorded as "03" while the replacement of half the frame will be recorded as "02" or "03".

The assessment of windows should include:

- distorted window frames;
- rotten cills or sub cills;
- broken panes of glass;
- corroded, rusting or rotten ironmongery;
- defective, damaged or missing seals or putty.

Q17 EXTERNAL PAINT TO DWELLING

The surveyor should assess the paintwork to all external windows, doors, timber components, rhones and rainwater goods etc. This definition should include stains and varnishes.

Disrepair to external paintwork is primarily assessed upon an area basis. However surveyors should include within this assessment the level of preparatory work (rubbing down, burning off etc) that will be required.

NOTE: Do not include masonry paint in this assessment.

Where a dwelling has plastic windows, doors, fascias etc the surveyor should use "88" (Not applicable).

Q18 EXTERNAL STAIRS TO OWN DOOR (4-in-a-block and Conversions only)

This assessment should include flights, treads, nosings and handrails.

SECTION R - EXTERNAL FEATURES

Surveyors should assess the extent of any disrepair to the external features or facilities listed that are associated with the selected dwelling or block.

Disrepair that represents more than 5% of an external feature or facility should be recorded using:

- Code 2 (minor repairs - 5% to less than 25% disrepair equivalent to the total);
- Code 3 (medium repairs - 25% to less than 60% disrepair equivalent to the total); or
- Code 4 (renew - 60% to 100% disrepair equivalent to the total).

Element(s) with less than 5% disrepair can be "flagged" by recording them as Code 2 if, in the surveyor=s opinion, they:

- represent a threat to the health or well being of the occupants; or
- will cause further deterioration to the external features or facilities, or to the fabric of the dwelling, if left unattended.

R1 FENCES, WALLS AND GATES

R2 PATHS, PAVED AREAS, RAMPS

The surveyor should assess both the surface finish and the structure of any paths, paved areas or ramps.

R3 STEPS AND PLATS

The surveyor should assess both the surface finish and the structure of any step or plats.

R4 SURFACE DRAINAGE

The surveyor should assess falls and gulleys associated with surface drainage.

SECTION S - TOLERABLE STANDARD

For the purposes of this survey all dwellings, in both the private and public sectors, are to be considered on the same basis for all questions, including statutory action.

The Tolerable Standard is defined in Section 86(1) of the Housing (Scotland) Act, 1987.

The following extracts are taken from The New Scottish Housing Handbook Bulletin 2, Scottish Development Department, HMSO 1969.

S6 has been amended to conform with Scottish Office Circular No 22/1995.

NOTE - The "house" as used by the Act can be taken to mean any form of dwelling.

For the purpose of this survey supplementary guidance notes have been added in bold to some of these comments.

S1 - S9 NOTE

The requirements of the Tolerable Standard, as shown on the survey form, are to be assessed on a YES or NO basis.

Code 1: YES

This requirement is above the Tolerable Standard. The dwelling **is not** BTS.

Code 2: NO

This requirement is Below the Tolerable Standard. The dwelling **is BTS**.

Code 9: UNOBTAINABLE

This answer code is only acceptable when the surveyor is undertaking an external survey (A1 Code 2) or a dwelling description (A1 Code 3).

NOTE: FAILURE ON ANY ONE ITEM MAKES THE WHOLE DWELLING BTS.

S1 IS THE DWELLING STRUCTURALLY STABLE?

Evidence of instability is likely to be significant insofar as it indicates the likelihood of further movement which could be a danger to the occupants of the house.

In reaching a decision the surveyor should have regard, amongst other things, to:

- the stability, distortion or spreading of roof structures;

- the stability of chimneys, dormers, parapets or other roof features;

- the stability, eccentricity and fracturing of walls and the effectiveness of cavity ties;

- the structural adequacy of horizontal elements such as floors, stairs, ceiling and balconies;

- the structural effectiveness of foundations, footings and slabs;

- the structural effectiveness of framed structures and non-load bearing panels.

S2 IS THE DWELLING SUBSTANTIALLY FREE FROM RISING OR PENETRATING DAMP?

Not all dampness need be significant; e.g. a small patch caused by defective pointing would probably not give grounds for action under this item. What does matter is likely to arise from the lack of a proper damp-proof course or major disrepair to the roof.

In reaching a decision the surveyor should have regard, amongst other things, to:

- The extent of rising dampness on the day of survey. Extent is to be assessed primarily in terms of length, the height of rising damp is not to be considered here except at "border line" decisions.

- If less than 20% of the total wall length (include external walls, load bearing and non-load bearing partitions) of the ground floor of the dwelling is affected by rising damp, then the dwelling is definitely above the Tolerable Standard (Code 1).

- If more than 40% of the total wall length of the ground floor of the dwelling is affected by rising damp, then the dwelling is definitely below the Tolerable Standard (Code 2).
- Dwellings where between 20% and 40% of the total wall length of the ground floor is affected by rising damp must be assessed by the

surveyor in terms of the use of the affected areas.

- Where the rising dampness is concentrated in the main living areas the dwelling should be recorded as failing the Tolerable Standard.

- However, if the majority of the rising dampness is concentrated outwith the main living areas (within utility rooms, sculleries, box rooms etc.) then the dwelling should not be recorded as failing the Tolerable Standard.

NOTE: Condensation (surface or interstitial) is not dampness in terms of the Tolerable Standard. The surveyor must differentiate between condensation and dampness.

S3 HAS THE DWELLING SATISFACTORY PROVISION FOR NATURAL AND ARTIFICIAL LIGHT, FOR VENTILATION AND FOR HEATING?

(i) There should normally be sufficient natural lighting for ordinary domestic purposes in each room in good weather conditions. The reference to artificial lighting should be interpreted in relation to all the circumstances in each house. It does not mean that it would be reasonable to insist on the provision of mains electricity in a remote cottage.

(ii) Ventilation of a living apartment from a tenement stair is unacceptable.

(iii) No preference need, in general, be shown for any particular form of heating; but a serious view should be taken of lack of either a working flue for a coal or gas fire or a 13/15 Amp power point from which electric heating could be worked.

In reaching a decision the surveyor should have regard, amongst other things to:

LIGHTING:

- the size and location of windows and glazed doors;

- the relationship between floor area and window size (minimum of 1/20th required). Surveyors should review their assessments at G5.

- the provision of permanent artificial lighting fixed to the wall or ceiling. Surveyors should review their assessments at G6.

- the number of rooms deficient in lighting, natural and/or artificial, in relation to the total number of rooms in the dwelling.

VENTILATION:

- the size and location of the openable parts of windows and doors;

- the position of windows and doors in relation to external obstructions;

- the relationship between the floor size and the opening area of windows (minimum 1/40th). Where cross ventilation exists within a room this opening area can be reduced;

- the size and location of other (permanent or mechanical) ventilation;

HEATING:

- the presence, type and provision for heating in all rooms

- the capacity of an electrical installation to provide an adequate heating source; this should not be 5 Amp

S4 HAS THE DWELLING AN ADEQUATE PIPED SUPPLY OF WHOLESOME WATER WITHIN THE HOUSE?

The supply must be available to at least one tap at the sink. The supply must not be intermittent and must not be polluted. It must be within the house.

In reaching a decision, the surveyor should have regard, amongst other things, to:

- the adequacy of private supplies;

- the siting of this supply must be within the dwelling and should be at the kitchen sink;

- the route from the mains to the drinking tap should not be via a storage tank of an unsuitable type / condition. Stored supplies to the sink (as used in multi-storeys) must be both covered and vented;

- the absence or presence of lead pipe is not a consideration under this item. Lead pipe work is recorded at K7 and K8;

- water doesn=t have to be crystal clear to be satisfactory - some discolouration can occur within satisfactory drinking water.

S5 HAS THE DWELLING A SINK PROVIDED WITH A SATISFACTORY SUPPLY OF BOTH HOT AND COLD

WATER WITHIN THE HOUSE?

This item has been defined as objectively as possible. The emphasis is placed not on the means of heating the water but on the availability of a supply that is adequate to the needs of the household. It must be within the house.

In reaching a decision, the surveyor should have regard, amongst other things, to:

- the presence of drinking water to the sink;

- the presence of an independent hot water heater with storage of less than 7 litres is to be regarded as BTS, although instantaneous type heaters with a continuous supply are acceptable.

S6 HAS THE DWELLING A WATER CLOSET AVAILABLE FOR THE EXCLUSIVE USE OF THE OCCUPANTS OF THE HOUSE SUITABLY LOCATED WITHIN THE HOUSE?

The following extract is from Scottish Office Circular No22/1995:

10. Appendix D to the Scottish Housing Handbook: Part 2 includes comments on the various items which comprise the Tolerable Standard. The comments on item (f) (S6 - SHCS 1996) is now amended as follows:-

> (f) (S6 - SHCS 1996) has a water closet available for the exclusive use of the occupants of the house and suitably located within the house. The water closet must be internal and accessible without going outside. It must also be suitably placed. If it opens off a kitchen, or other area used regularly for the preparation of food, it must be separated by a door from the kitchen or other area. In such circumstances the water closet must be so located as to permit within it, or in adjacent space which provides the sole means of access to the compartment, a wash hand basin provided with a satisfactory supply of hot and cold water.

11. Not reproduced here.

12. It is important to note that while a water closet which opens directly onto a kitchen may meet the criteria in paragraph 10 that does not necessarily mean it will be tolerable in all circumstances. It must still be tested against other appropriate items in the Tolerable Standard. Thus, for example the water closet must have satisfactory provision for natural or artificial lighting and for ventilation and there must be an effective system for the disposal of foul water. Local authorities will also wish to satisfy themselves that the configuration of the rooms concerned does not prevent the kitchen from having satisfactory facilities for the cooking of food. If any one of these criteria is not met then the house will continue to fail the Tolerable Standard, as it will do also if some other location is unsuitable. There are of course, now many houses with more than one water closet; if at least one water closet in a house meets the requirements of item (f) (S6 - SHCS 1996) of the Tolerable Standard the house meets the standard in respect of the criteria relating to water closets.

In reaching a decision, the surveyor should have regard, amongst other things, to:

- the location of the WC in the dwelling. It must not open directly off a living room or winders on a staircase;

- the size of the dwelling. In two apartment dwellings it is acceptable for the only WC within the dwelling to be en suite. However, in three apartment dwellings there must be a WC accessible from a public area **unless** each bedroom has its own en suite WC.

- poor location of the WC should be recorded at G1.

S7 HAS THE DWELLING AN EFFECTIVE SYSTEM FOR THE DRAINAGE AND DISPOSAL OF FOUL AND SURFACE WATER?

This will normally be a public sewerage system but in rural areas other arrangements will often be acceptable for limited numbers of houses.

In reaching a decision, the surveyor should have regard, amongst other things, to:

- the capacity of the system;

- the siting and design of private outfalls;

- the outfall or soakaway for rainwater downpipes;

- the adequacy of the connections to drainage/septic tank;

- signs of damage to the drainage system.

NOTE: Surface water which discharges into the surrounding area without provision for its removal is not BTS as long as the water drains away effectively and there is no signs of damage or ponding.

S8 HAS THE DWELLING SATISFACTORY FACILITIES FOR THE COOKING OF FOOD WITHIN THE HOUSE?

This does not mean that a cooker must be provided. The item is concerned with the availability of a suitably located space, ie. well-ventilated and well-related to the pattern of movement within the house, at which normally a power supply is provided. In remote areas calor gas might suffice.

In reaching a decision, the surveyor should have regard, amongst other things, to:

- the capacity of the cooker point, either a 30/45 Amp power outlet, a mains or LPG gas point or any "AGA type" range permanently connected to a flue. A 5/13/15 Amp point for a worktop cooker is **not** suitable;

- the siting of the cooker point (or cooker). This should not be in a cupboard or under the stairs off a room and must allow reasonable access around the cooker, though the cooker itself need not be present.

S9 IS THERE SATISFACTORY ACCESS TO ALL EXTERNAL DOORS AND OUTBUILDINGS?

This requirement is likely to be relevant in relation to houses in the attics of tenement houses and certain houses produced by conversion.

In reaching a decision, the surveyor should have regard, amongst other things, to:

- the layout, approach and climb to attic conversions. Surveyors should watch for sharp winders and access in poor repair;

- the layout of passages and corridors in conversions with long travel distances to the final exit;

- the pavings or surface treatment to all external doors of a building and in the case of flats inside the building to the entrance door of the sampled address;

- the access to bin stores located away from the dwelling or block.

NOTE: The surveyor should **not** consider the type of material that is used.The assessment should be based within the context of the area. Urban standards should not be applied to a rural situation.The surveyor=s assessment should be confined to the area surrounding the dwelling and should not contain an assessment of the access to remote outbuildings or long driveways.

S10 WOULD YOU EXPECT ACTION TO BE TAKEN ON THIS

DWELLING UNDER THE HOUSING ACTS?

The simple guide as to whether action required should be undertaken under a Repairs Notice or under an Improvement Order is that:

If an element exists, but is in serious disrepair, then a repairs notice should be served e.g. DPC, roof covering etc. exists but is in disrepair.

If however, an element or amenity does not exist and is therefore being provided for the first time an improvement order would be served. e.g. no DPC, WC or bath.

The main exception to this rule is in the case of structural instability. Where a house is unstable and the instability is due to foundation problems then either an Improvement Order or Repairs Notice could be served. As a general rule the greater the area of instability the more likely it is that an Improvement Order should be served.

Alternatively if the instability is affecting, for example, part of the wall(s) of a house and this was due to defective gutters causing water erosion of pointing then a Repairs Notice would be served.

Code 1: **NO ACTION**

Code 2: **REPAIRS NOTICE**:

The service of a Repairs Notice would generally be considered where one or both of the following criteria are met:

- the living conditions of the occupants are affected;

- the fabric of the house or an adjoining house is threatened.

The building defect causing the disrepair might be a major item, for example, a nail sick slate roof or a minor item, for example, defective lead flashings or gutters.
Examples of disrepair that would result in the service of a Repairs Notice include:

- dry or wet rot of a serious nature;

- displaced or corroded structural supports;

- loss of tie between walls;

- penetrating dampness of any sort (unless minor);

- disrepair to drainage services (collapsed sewers, blockages etc.).

NOTE: The information recorded by the surveyor elsewhere on the physical survey

form provides indicators as to whether a Repairs Notice is appropriate.

The surveyor should refer to their answers to G10, Q1-8, Q10, Q16 and Q18.

Code 3: IMPROVEMENT ORDER

The service of an Improvement Order would generally be considered where facilities are being provided for the first time to bring houses up to the Tolerable Standard. This might take the form of the installation of a fixed bath or shower, a hot water system, a DPC, a satisfactory drainage or water supply system which did not previously exist.

An Improvement Order should be considered for individual houses or houses situated in blocks or tenements where surrounding houses are modernised and well maintained.

NOTE: The information recorded by the surveyor elsewhere on the physical survey form provides indicators as to whether an Improvement Order is appropriate.

Where the surveyor recorded "8" (not applicable) at G2, G5-8, J1, J3, J7 and J10-13

Code 2/3: REPAIRS NOTICE OR IMPROVEMENT ORDER

NOTE: The information recorded elsewhere on the physical survey form should help the surveyor determine whether a Repairs Notice or an Improvement Order is appropriate.

The surveyor should refer to their answers to G3, G4, G9, H1-3, Q9 and Q11-13.

Code 4: CLOSE OR DEMOLISH

Closing Orders, prohibiting the use of the house for human habitation, are issued by local authorities against houses that do not meet the Tolerable Standard and that should be demolished when:

(a) the house forms part of a building, and

(b) the building does not comprise only houses which do not meet the Tolerable Standard.

Demolition Orders can be served by local authorities against any building that only comprises a house(s) which does not meet the Tolerable Standard and that should be demolished. Demolition Orders are used where it appears to the local authority that the building is dangerous to persons inhabiting or frequenting it or adjacent buildings or places or to the public generally.

NOTE: Only use this code if the main structure of the building cannot be improved, for example, corrugated iron structure. If it is a solid structure then it should be assessed for improvement or repair.

Code 9: UNOBTAINABLE

The surveyor is unable to reach a view as to whether or not action would be taken on this dwelling under the Housing Acts.

S11 WOULD YOU EXPECT THE COMMON PARTS TO BE SUBJECT TO A REPAIRS NOTICE?

NOTE: Repairs Notices to 4-in-a-block type to be included here.

The assessment for Repairs Notices to the common parts is very similar to that for dwellings. Any disrepair considered to require a Repairs Notice must be serious.

Surveyors should refer to their answers to N1-6, Q1-7, Q9-11, Q13.

Code 1: NO ACTION

Code 2: ACTION

Action in the form of a Repairs Notice, applies to both private and public tenures.

Refer to Part 3 for Repairs Notice under Section 108 of the Housing (Scotland) Act 1987.

Code 3: NO COMMON PARTS

The dwelling is a house.

Code 9: UNOBTAINABLE

The surveyor is unable to reach a view as to whether or not the common parts would be subject to a Repairs Notice.

3.1 DEFINITIONS

In addition to adopting consistent standards of measurement surveyors are required to conduct their inspection within common definitional boundaries. These include aspects of the survey process from the definition of the local area, the extent of any common structure or block to the internal inspection of a dwelling room by room.

3.1.1 DEFINITION OF A DWELLING

For the purposes of this survey - 'dwelling' has been used throughout and refers to a self contained unit of accommodation. Dwelling also substitutes for 'house' where this occurs in extracts from legislation and circulars.

Generally, for accommodation to count as a dwelling it must be structurally separate behind its own front door and the occupant(s) must be able to get in and out without passing through anyone else's living quarters.

This definition will include the majority of situations that surveyors will encounter. Generally dwellings will be included within one of the following categories:

1. The normal house or bungalow which has not been altered in any way for separate occupation by more than one household;

2. A flat* or maisonette in a purpose built tenement block;

3. A self contained flat or apartment in a converted house, villa or a previous non-residential use;

4. A one apartment flat (studio type) with purpose designed sleeping recess, proper food preparation facilities, and internal bathroom and WC;

5. A self contained dwelling which is the only living accommodation in premises otherwise used for non-residential purposes.

* Flats in purpose built pre-1919 tenement blocks with shared facilities in the close are to be regarded as single dwellings for the purposes of this survey. These shared facilities are recorded at Questions J1 and J3.

NOTE: Should surveyors find a non self-contained unit of accommodation, as may be the case in converted houses or blocks they should refer the circumstances to their monitor.

3.1.2 DEFINITION OF A ROOM

Rooms are the basic survey unit for the dwelling interior. For the purposes of assessing dwelling conditions it is necessary to identify all rooms in the dwelling.

However, for classifying dwellings according to their size, only habitable rooms are counted. Habitable rooms provide the living accommodation of the dwelling. These include:

- living rooms;
- dining rooms;
- bedrooms;
- playrooms or study;
- kitchens (whether or not in present use);
- sculleries if used for cooking;
- dual purpose rooms such as a '1 apartment' or large living rooms which may contain an open staircase.

NOTE: Rooms divided by curtains or portable screens count as one room.

Rooms divided by double doors or a fixed/sliding partition count as two rooms.

Similarly, if an extension has been built onto an existing room then the space created is a single room.

Rooms **do not** include:

- bathrooms, toilets and closets;
- stairs, halls, landings or other circulation spaces;
- utility rooms and store rooms;
- attic or basement spaces which are basically storerooms but may have been used occasionally as habitable accommodation;
- conservatories (whether heated or not).

NOTE: Rooms or so called in outbuildings which are attached to the dwelling but are only accessed from the outside are not rooms for the purposes of this survey. To be classed as 'outside', access to the outbuilding must be via a non-enclosed space or a covered passage open on at least one side or end.

3.1.3 UNDERGROUND ROOMS AND BASEMENTS

For the purposes of this survey a basement is a storey which has its lowest floor level at least one metre below the street or general ground level.

Where a dwelling is on a sloping site and below ground level on one side and at a lesser level elsewhere the one metre rule is to be an average applied at the centre of the dwelling.

Where a dwelling is protected by retaining walls the surface of a floor is to be regarded as a basement level if it is more than one metre below any ground or street and the retaining walls are within three metres of the floor. This restriction to a retaining wall(s) does not apply if a daylight angle of 45 degrees to that floor level can be achieved.

3.1.4 COMMON BLOCKS

A common block may be defined as a group of dwellings with a shared access to two or more dwellings under the same roof and where the cost of repairs to common parts may be apportioned on a dwelling basis. This should include mixed uses under the same roof such as shops or offices where a similar proportion of costs applies.

For the purposes of this survey, when surveyors are considering blocks of flats or linked flat blocks which are built as semi-detached or terraced units they must determine the common block (which must include the selected dwelling) on the basis of the smallest repetitive unit served by one common stair or close.

The same criteria is to be used to select the smallest repetitive unit where '4 in a block types' are halved and from ends to blocks. Use the stair/own door and roof approach as a common denominator.

NOTE: The group selected is the basis for all questions on the common block in Sections C, M, N AND O.

3.1.5 COMMON ACCESS

For the purposes of this survey, a structure with common access is a building where two or more flats or maisonettes share either a common entrance with or without stair access, or an external staircase whether or not there is (are) an own door flat(s) entered separately elsewhere in the same block. The sharing of footpaths and external steps at ground level is excluded from this assessment.

NOTE: Access type relates to the block in which the dwelling is located, **not** to the selected dwelling itself.

3.1.6 AREA AND ENVIRONMENT

The "area" is the area immediately around the dwelling of which the dwelling seems to be a part.

To put an imaginary boundary on this area the surveyor will need to be aware of the character of the surrounding streets. Generally a good impression will have ben gained as the surveyor made the initial search for the address. Look for natural features which may help in the drawing of boundaries e.g. marked changes in land-use, changes in housing density, changes in housing type/age, road or rail divisions.

3.2 HOUSING STANDARDS

In terms of condition assessment a number of common standards have been defined for the purposes of the survey. Some of these, such as the Tolerable Standard, are drawn from existing housing legislation in Scotland. Others have been adopted to ensure consistent measurement and comparability with other housing data in Scotland e.g. Local House Condition Survey.

Application of these standards is a requirement of every surveyor engaged in house condition survey duties.

3.2.1 THE TOLERABLE STANDARD

The Tolerable Standard is defined in Section 86(1) of the Housing (Scotland) Act, 1987. A dwelling meets the Standard if it;

a. is structurally stable;

b. is substantially free from rising or penetrating damp;

c. has satisfactory provision for natural and artificial light, for ventilation and for heating;

d. has an adequate piped supply of wholesome water available within the house*;

e. has a sink provided with a satisfactory supply of both hot and cold water within the house*;

f. has a water closet available for the exclusive use of the occupants of the house and suitably located within the house*;

g. has an effective system for the drainage and disposal of foul and surface water;

h. has satisfactory facilities for the cooking of food within the house;

i. has satisfactory access to all external doors and outbuildings.

* The "house" as used by the Act can be taken to mean any form of dwelling.

NOTE: Failure to meet any one of these requirements results in the dwelling being classified as **Below Tolerable Standard** (BTS). Care should therefore be taken in answering questions to ensure that a dwelling classified BTS really deserves this classification. The surveyor=s attention is drawn to the specific guidance for each question.

3.2.2 GUIDANCE NOTES FOR THE TOLERABLE STANDARD.

Comments on individual items on the standard. The following extract is taken from 'The New Scottish Housing Handbook' Part 2, Scottish Development Department, HMSO 1988.

Item (f) has been amended to conform with Scottish Office Circular No 22/1995.

NOTE - For the purposes of this survey supplementary guidance notes in bold have been added to some of these comments.

(a) is structurally stable.

Evidence of instability is likely to be significant in so far as it indicates the likelihood of further movement which could be a danger to the occupants of the house.

In reaching a decision the surveyor should have regard, amongst other things, to:

- the stability, distortion or spreading of roof structures;
- the stability of chimneys, dormers, parapets or other roof features;
- the stability, eccentricity and fracturing of walls and the effectiveness of cavity ties;
- the structural adequacy of horizontal elements such as floors, stairs, ceiling and balconies;
- the structural effectiveness of foundations, footings and slabs;
- the structural effectiveness of framed structures and non-load bearing panels.

(b) is substantially free from rising or penetrating damp.

Not all dampness need be significant; e.g. a small patch caused by defective pointing would probably not give grounds for action under this item. What does matter is likely to arise from the lack of a proper damp-proof course or major disrepair to the roof.

In reaching a decision the surveyors should have regard, amongst other things, to:

- the extent of rising dampness on the day of survey. Extent is to be assessed primarily in terms of length, the height of rising damp is not to be considered here except at "border line" decisions.

  If less than 20% of the total wall length (include external walls, load bearing and non-load bearing partitions) of the ground floor of the dwelling is free of rising damp, then the dwelling is definitely above the Tolerable Standard (Code 1).

  If more than 40% of the total wall length of the ground floor of the dwelling is effected by rising damp, then the dwelling is definitely below the Tolerable Standard (Code 2).

  Dwellings where between 20% and 40% of the total wall length of the ground floor is effected by rising damp must be assessed by the surveyor in terms of the use of the effected areas.

  Where the rising dampness is concentrated in the main living areas the dwelling should be recorded as failing the Tolerable Standard.

  However, if the majority of the rising dampness is concentrated out with the main living areas (within utility rooms, sculleries, box rooms etc.) then the dwelling should not be recorded as failing the Tolerable Standard.

NOTE: Condensation (surface or interstitial) is not dampness in terms of the Tolerable Standard. Surveyors must differentiate between condensation and dampness.

(c) has satisfactory provision for natural and artificial lighting, ventilation and for heating.

(i) There should normally be sufficient natural lighting for ordinary domestic purposes in each room in good weather conditions. The reference to artificial lighting should be interpreted in relation to all the circumstances in each house. It does not mean that it would be reasonable to insist on the provision of mains electricity in a remote cottage.

(ii) Ventilation of a living apartment to a tenement stair is unacceptable.

(iii) No preference need, in general be shown for any particular form of heating; but a serious view should be taken of lack of either a working flue for a coal or gas fire or a 13/15 Amp power point from which

electric heating could be worked.
In reaching a decision the surveyor should have regard, amongst other things to:

LIGHTING

- the size and location of windows and glazed doors;

- the relationship between floor area and window size (minimum of 1/20th required). Surveyors should review their assessments at G5.

- the provision of permanent artificial lighting fixed to the wall or ceiling. Surveyors should review their assessments at G6.

- the number of rooms deficient in lighting, natural and/or artificial, in relation to the total number of rooms in the dwelling.

VENTILATION

- the size and location of the openable parts of windows an doors;

- the position of windows and doors in relation to external obstructions;

- the relationship between the floor size and the opening area of windows (minimum 1/40th). Where cross ventilation exists within a room this opening area can be reduced;

- the size and location of other (permanent or mechanical) ventilation;

HEATING

- the presence, type and provision for heating in all rooms

- the capacity of an electrical installation to provide an adequate heating source; this should not be 5 amp

(d) has an adequate piped supply of wholesome water available in the house.

The supply must be available to at least one tap at the sink. The supply must not be intermittent and must not be polluted. It must be within the house.

In reaching a decision, the surveyor should have regard, amongst other things, to:

- the adequacy of private supplies;

- the siting of this supply must be within the dwelling and should be at the kitchen sink;

- the route from the main to the drinking tap should not be via an unsuitable storage tank. Stored supplies to the sink (as used in multi-storeys) must be both covered and vented;

- the absence or presence of lead pipe is not a consideration under this item. Lead pipe work is recorded at K7 and K8;

- water doesn=t have to be crystal clear to be satisfactory - some discolouration can occur within satisfactory drinking water.

(e) has a sink provided with a satisfactory supply of both hot and cold water within the house.

This item has been defined as objectively as possible. The emphasis is placed not on the means of heating the water but on the availability of a supply that is adequate to the needs of the household. It must be within the house.

In reaching a decision, the surveyor should have regard, amongst other things, to:

- the presence of drinking water to the sink;

- the presence of an independent hot water heater with storage of less than 7 litres 1.5 gall is to be regarded as BTS, instantaneous type heaters with a continuous supply are acceptable.

(f) has a water closed available for the exclusive use of the occupants of the house and suitably located within the house.

The following extract is from Scottish Office Circular No22/1995:

10. Appendix D to the Scottish Housing Handbook: Part 2 includes comments on the various items which comprise the Tolerable Standard. The comments on item (f) (S6 - SHCS 1996) is now amended as follows:-

    (f) (S6 - SHCS 1996) has a water closet available for the exclusive use of the occupants of the house and suitably located within the house. The water closet must be internal and accessible without going outside. It must also be suitably placed. If it opens off a kitchen, or other area used regularly for the preparation of food, it must be separated by a door from the kitchen or other area. In such circumstances the water closet must be so located as to permit within it, or in adjacent space which provides the sole means of access to the compartment, a wash hand basin provided with a satisfactory supply of hot and cold water.

11. Not reproduced here.

12. It is important to note that while a water closet opens directly onto a kitchen may meet the criteria in paragraph 10 that does not necessarily mean it will be tolerable in all circumstances. It must still be tested against other appropriate items in the Tolerable Standard. Thus, for example the water closet must have satisfactory provision for natural or artificial lighting and for ventilation and there must be an effective system for the disposal of foul water. Local authorities will also wish to satisfy themselves that the configuration of the rooms concerned does not prevent the kitchen from having satisfactory facilities for the cooking of food. If any one of these criteria is not met then the house will continue to fail the Tolerable Standard, as it will do also if some other location is unsuitable. There are of course, now many houses with more than one water closet; if at least one water closet in a house meets the requirements of item (f) (S6 - SHCS 1996) of the Tolerable Standard the house meets the standard in respect of the criteria relating to water closets.

In reaching a decision, the surveyor should have regard, amongst other things, to:

- the location of the WC in the dwelling. It must not open directly off a living room or winders on a staircase;

- the size of the dwelling. In two apartment dwellings it is acceptable for the only WC within the dwelling to be en suite. However, in three apartment dwellings there must be a WC accessible from a public area **unless** each bedroom has its own en suite WC.

- poor location of the WC should be recorded at G1.

(g) has an effective system for the drainage or foul and surface water.

This will normally be a public sewerage system but in rural areas other arrangements will often be acceptable for limited numbers of houses.

In reaching a decision, the surveyor should have regard, amongst other things, to:

- the capacity of the system;

- the siting and design of private outfalls;

- the outfall or soakaway for rainwater downpipes;

- the adequacy of the connections to drainage/sceptic tank;

- signs of damage to the drainage system;

NOTE: Surface water that discharges into the surrounding area without provision for its removal is not BTS as long as the water drains away effectively and there is no signs of damage or ponding.

(h) has satisfactory facilities for the cooking of food within the house.

This does not mean that a cooker must be provided. The item is concerned with the availability of a suitably located space, ie. well-ventilated and well-related to the pattern of movement within the house, at which normally a power supply is provided (in remote area calor gas might suffice).

In reaching a decision, the surveyor should have regard, amongst other things, to:

- the capacity of the cooker point, either a 30/45 Amp power outlet, a mains or LPG gas point or any "AGA type" range permanently connected to a flue. A 15 Amp point for a worktop cooker is **not** suitable;

- the siting of the cooker point (or cooker). This should not be in a cupboard or under the stairs off a room and must allow reasonable access around the cooker, though the cooker itself need not be present.

(i) has satisfactory access to all external doors and buildings.

This requirement is likely to be relevant in relation to houses in the attics of tenement houses and certain houses produced by conversion.

In reaching a decision, the surveyor should have regard, amongst other things, to:

- the layout, approach and climb to attic conversions. Surveyors should watch for sharp winders and access in poor repair;

- the layout of passages and corridors in conversions with long travel distances to the final exit;

- the pavings to all external doors of a building and in the case of flats inside the building to the entrance door of the sampled address;

- the access to bin stores located away from the dwelling or block.

NOTE: The surveyor should **not** consider the type of material that is used.

The assessment should be based within the context of the area. Urban standards should not be applied to a rural situation.

The surveyor=s assessment should be confined to the area surrounding the dwelling and should not contain an assessment of the access to remote outbuildings or long driveways.

3.2.3 REPAIRS

Assessment of repair needs is based on the assumption that dwellings will be put in a reasonable state of repair and that given reasonable standards of maintenance, dwelling will achieve thereafter a useful life of 30 years.

In assessing repairs surveyors **must exercise their professional judgement** and take no account of actions which might be uneconomic.

The general assumption to be made is **- no fault seen - no repairs.**

It must not be assumed that elements which cannot be repaired to a standard to meet the 30 year life span should automatically be replaced. Often there will be aged elements which may have an estimated 10 year remaining life which may require minor repairs or no repair. In these cases a low or nil repair score should be recorded and an appropriate shorter life span, say 10 years, entered in the replacement period column. On the other hand there will be other elements which will have an even shorter life not worthy of repair. In these cases full repair of renewal should be recorded together with the full expected life for that new part.

The repair assessment should include all works to make the dwelling 'tolerable for habitation' (ie. above the Tolerable Standard) as well as to any sub-standard rooms included in the room count.

3.2.4 THE REPLACEMENT PERIOD

The replacement period is the residual life of the whole element in years (approximated - see text), whether repaired or not. The residual life assumes that some normal maintenance will be carried out and that for most of the dwellings the elements will be found to be at various stages in their life cycle. The maximum estimate for this survey is to be 30 years even though some of the major structural elements may well exceed this.

3.2.5 URGENCY OF REPAIR

Action, relative to the repair of the various external elements, is coded either urgent or non-urgent.

Urgent action is required if:

- repairs are necessary to maintain the building envelope in a wind and water tight condition;

- the fault is at present causing difficulty or discomfort to the occupants (or would do so if the dwelling were occupied);

- the fault threatens immediate safety or is a health hazard; or

- the security of the building is threatened.

Dwelling, or parts of dwellings which fall into this category may only require minor works, such as minor repairs to missing slates, perforated valley gutters in a pitched roof or broken glass in a window frame. Others may require something more substantial, such as a new roof.

3.3 POTENTIAL ACTION

3.3.1 REPAIR NOTICE

Where houses are in a state of serious disrepair, local authorities have the power to serve repair notices under the Housing (Scotland) Act 1987. This is defined in Section 108 of the Act as follows:

Section 108 (1) Where a local authority are satisfied that any house in their district is in a state of serious disrepair, they may serve upon the person having control of the house a repair notice.

(2) A repair notice shall -

(a) require that the person to execute the works necessary to rectify such defects as are specified in the notice within such reasonable time, being not less than 21 days, as may be specified in the notice, and

(b) state that, in the opinion of the authority, the rectification of those defects will bring the house up to such a standard of repair as is reasonable having regard to the age, character and location, and disregarding the internal decorative repair, of the house.

Section 108 (7) Where a local authority are of the opinion that a house in their district is in need of repair although not in a state of serious disrepair and that it is likely to deteriorate rapidly, or to cause material damage to another house, if nothing is done to repair it, they may treat it as being in a state of serious disrepair for the purposes of this Part.

3.3.2 IMPROVEMENT ORDER

This is for use in connection with the improvement of houses below the tolerable standard outside housing action areas as defined in Section 3.3.3. The improvement order is defined in Section 88 of the Housing (Scotland) Act 1987, as follows:

>Section 88 (1) ...where a local authority are satisfied that a house which is not situated in a housing action area does not meet the tolerable standard, they may by order require the owner of the house within a period of 180 days of the making of the order to improve the house by executing works -

(a) to bring it up to the tolerable standard; and

(b) to put it into a good state of repair;

and where the local authority are satisfied that the house has a future life of not less that 10 years, they may in addition require the execution of such further works of improvement as to ensure that the house will be provided with all the standard amenities within that period.=

>Section 88 (2) In subsection (1), reference to house which does not meet the tolerable standard includes a reference to a house which does not have a fixed bath or shower and reference to executing works to bring it up to the tolerable standard includes reference to installing a fixed bath or shower.

(Subsection (2) empowers local authorities to make improvement orders solely for the installation of a bath or shower).=

3.3.3 HOUSING ACTION AREAS

Local Authorities may declare housing action areas for demolition, improvement or a combination of both where they are satisfied that the most effective way of dealing with the particular housing is one of these methods.

The three types of Housing Area are defined in Sections 89, 90 and 91 of the Housing (Scotland) Act 1987, as follows:

Housing action areas for demolition:

>Section 89 - (1) Where a local authority is satisfied -

(a) that the houses, or greater part of the houses, in any area in their district do not meet the tolerable standard.=

Housing action areas for improvement:

>Section 90 - (1) Where a local authority is satisfied -

(a) that the houses, or the greater part of the houses, in any area in their district lack one or more of the standard amenities or do not meet the tolerable standard.=

Housing action areas for demolition and improvement:

>Section 91 - (1) Where a local authority is satisfied -

(a) that the houses, or the greater part of the houses, in any area in their district lack one or more of the standard amenities or do not meet the tolerable standard.=

3.3.4 CLOSING/DEMOLITION ORDERS

The power of local authorities to make closing and demolition orders is defined at Sections 114 and 115 of the Housing (Scotland) Act 1987, as follows:

>Section 114 (1) Where a local authority, on consideration of an official representation or a report by the proper officer or other information in their possession, are satisfied that any house does not meet the tolerable standard and that it ought to be demolished and -

(a) the house forms only part of a building, and

(b) the building does not comprise only houses which do not meet the tolerable standard,

the local authority may make a closing order prohibiting the use of the house for human habitation.=

>Section 115 Where a local authority, on consideration of an official representation or a report by the proper officer or other information in their possession, are satisfied that any building comprises only a house which does not meet, or houses which do not meet, the tolerable standard and that the house or, as the case may be, houses, ought to be demolished, they may, subject to section 119, make a demolition order requiring -

(a) that the building shall be vacated within such period as may be specified in the order, not being less than 28 days from the date on which the order comes into operation, and

(b) that the building shall be demolished within 6 weeks after the expiration of that period or, if the building is not vacated before the expiration of the period, within 6 weeks after the date on which it is vacated.=

Demolition orders in respect of dangerous buildings are defined in Section 13 of the Building (Scotland) Act 1959, and should be used:

>Section 13 If it appears to the local authority that any building is dangerous to persons inhabiting or frequenting it or adjacent buildings or places or to the public generally.=